

Monticello Public Schools
ISD #882
JOB DESCRIPTION

Position Title: Superintendent of Schools

Department: Office of the Superintendent

Exempt Status: Exempt

Reports To: Board of Education

Date: July 1, 2018

Approval: Assistant Superintendent

JOB SUMMARY: Serves as chief executive officer of the School District. Provides leadership in developing and maintaining quality educational programs and services. Administers all functions of the school district.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

35% Leadership

- A. Provides leadership for all school district programs and processes.
- B. Articulates a mission and vision for the school district and leads the creation and implementation of the district's strategic plan.
- C. Assures the delivery of high quality curriculum and instructional programs and activities.
- D. Informs and advises the School Board about programs, practices, and problems of the schools and keeps the School Board informed of the activities operating under the School Board's authority.
- E. Is ultimately accountable for all aspects of the District's operations.

15% Communication

- A. Communicates the district's visions, mission, core values, and goals effectively to all stakeholders.
- B. Provides the board ample and timely information in order to make well informed, data driven decisions.
- C. Stays knowledgeable of and keeps the public informed about current educational practices, educational trends, and the policies, practices, successes and challenges of the schools.
- D. Maintains a system of regular communication with the Board of Education.

15% Organizational Management

- A. Makes administrative decisions necessary for the effective and efficient operations of the schools and delegates to other staff as appropriate.
- B. Assures compliance with district, state, and federal standards and requirements.
- C. Oversees the district's financial condition and recommends budgetary actions to the school board to ensure long term fiscal health of the district.
- D. Implements and executes the policies of the school board.
- E. Leads the district's negotiations with direction set by the school board.

- 10% School Community Involvement
- A. Visits schools and classrooms to stay informed of issues and activities in the schools and to observe the quality of the educational environment. Attends a reasonable number of student/staff events.
 - B. Establishes and maintains good relationships with agencies and personnel outside the District in order to promote the best interest of the District through contact with legislators, other superintendents, local government leadership, etc.
 - C. Acts as liaison between the general community and the District including business, civic and community organizations.
 - D. Responds to concerns of parents, students, citizens and staff to increase understanding of policies and practices and to keep informed of and involved with District activities.
- 10% Board of Education
- A. Serves as the chief executive officer under the direction of the school board.
 - B. Implements and executes the decisions and policies of the school board.
 - C. Prepares the agenda for each meeting, attends all meetings and participates in all deliberations of the school board as an ex-officio member.
 - D. Provide professional information and recommendations on programs, policies, personnel, legal matters and school finance.
- 10% Transportation
- A. Works directly with the district's bus service vendor to plan, recommend and implement student transportation.
 - B. Monitors use of all school district owned vehicles.
 - A. Monitors weather conditions along with the superintendent and facilitates school closing procedures.
 - B. Approves transportation billing.
 - C. Facilitates busing guidelines and procedures in cooperation with building principals.
 - D. Addresses parent and community questions and concerns related to busing.
- 5% Professional Development
- A. Maintain active memberships in professional organizations.
 - B. Attends meetings, in-services, workshops and conferences as required.

Performs other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- Masters or Specialist degree in education administration or educational leadership.
- Minnesota School Superintendent license.
- Valid Minnesota driver's license.

Experience:

- Three – five years' experience as a superintendent, curriculum director, principal or other school administrative position.
- Prior teaching experience required.

Essential Skills Required to Perform the Work:

- Ability to establish and maintain relationships with teachers, parents, administrators, board members, students and community members.
- Ability to communicate effectively with students, parents, teachers, administrator, community, and staff.
- Ability to supervise, delegate authority, mentor and monitor administrators and directors in the conduct of their organizational responsibilities.
- Ability to develop and present complex and diverse issues, proposals and concepts in an understandable manner.
- Public relations skills.
- Effective decision making skills.
- Effective conflict resolution skills.
- Strong leadership and time management skills.
- Working knowledge of all aspects of a school district.
- Demonstration of professionalism and ethical practices
- Ability to demonstrate enthusiasm and commitment toward the job and mission of the district.
- Ability to work with, supervise, and discipline individuals with a variety of styles and personalities.

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates a variety of technology equipment including desk top computer.
- Uses Email to receive district communication.

Supervision of Other Employees:

- Directly supervises cabinet positions.
- Indirectly supervises all district employees.

Physical Job Requirements:

- Position requires some periods of sitting.
- Position requires frequent repetitive motion on keyboard.
- Position involves some standing and walking throughout the district’s buildings.
- Position involves listening, speaking clearly, and visual acuity.

Mental Job Requirements:

- Position requires making high stakes decisions, developing and interpreting policy, working with a variety of entities including state department and community organizations.
- Position requires handling constantly changing priorities and deadlines and resolving conflicts.
- Position requires performing multiple tasks simultaneously, visualizing outcomes and conclusions from actions, analyzing and interpreting data, conducting research, managing resources, and evaluating the performance of others.
- Requires mental stamina and endurance to deal with stressful situations.

Working Conditions:

- Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work.
- Travel between buildings required.
- Frequent evening meetings and events.

Job Outcomes:

- Projects a positive, cooperative and respectful attitude with students, parents, employees and community members.

- Supports students and staff by providing services that support the educational activities and programs to promote that students reach their full potential academically, emotionally, physically and socially.
- Contributes to the effective and efficient operation of the school district.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.