**Job Title**: Superintendent

**Summary**: The Superintendent of Schools is the educational leader and chief executive officer of the school district. He/she is the primary advisor to the Board of Education, is accountable directly to it, and works closely with the Board and its committees.

**Essential Duties and Responsibilities**: (other duties and responsibilities may be assigned.)

* Oversees a program for the development, approval, implementation, coordination, and evaluation of all instructional and non-instructional programs.
* Recommends the selection, employment, assignment, transfer, suspension, and dismissal of all school employees to the Board for its approval.
* Prepares and proposes policies for adoption and interprets and implements same following adoption.
* Oversees the preparation and proposal of the annual school budget and implements it as adopted.
* Prepares reports and conducts planning, including annual goal planning, as required by law or the Board for the efficient operation of the district.
* Oversees the implementation of the adopted curriculum and recommends instructional programs and materials.
* Oversees the maintenance, inspection, improvement and safety of district facilities and equipment.
* Provides growth and improvement opportunities for staff.
* Supervises the approved evaluation programs of district employees.
* Conducts walk-throughs of the building on a regular basis.
* Coordinates, under the direction of the Board, collective bargaining activities within the District.
* Implements and supports all agreements approved by the Board.
* Assures effective communication between the Board and the staff relaying communication from the Board to staff and receiving from all personnel communications directed to the Board.
* Keeps the Board informed of the condition of the District.
* Plans, schedules, posts and attends all meetings in compliance with applicable statutes except at such times when his/her employment and/or salary may be under consideration.
* Recommends disciplinary procedures for students and staff, as necessary.
* Develops channels of communication with and within the school community.
* Serves as liaison to elementary feeder districts.
* Serves as the district’s representative to local, state and national agencies and organizations while maintaining visibility within the community.
* Promotes and represents the best interest of students within the district.
* Oversees the process of and, when required by law, approves the rating of temporary professional and professional employees.
* Maintains adherence to all applicable Federal and State statutes, regulations and rules.

**Supervisory Responsibilities**: Assistant Superintendent of Administrative Services, Director of Business Services, Principal, Administrative Assistant to the Superintendent

**Education, Certification, and Experience**:

* ISBE Type 75 General Administrative Certificate with Superintendent Endorsement
* Master’s or Doctoral degree from an accredited college or university
* Previous administrative experience required

**Skills and abilities**:

* Must be able to perform all of the duties and responsibilities of the position
* Demonstrated leadership ability
* Ability to communicate effectively and accurately, both orally and in writing, in English
* Ability to establish and maintain effective working relationships with both internal and external constituents
* Ability to make independent decisions in accordance with established policies and procedures
* Ability to deal with difficult situations courteously and tactfully

**Physical Requirements**:

While performing job, employee is required to: (F = Frequently, O = Occasionally, S = Seldom)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Climb Ladders | S | Kneel | S | Lift/Carry > 50 lbs. | S | Push/Pull > 50 lbs. | S | Talk | F |
| Climb Stairs | F | Lift/Carry under 10 lbs. | O | Push/Pull under 10 lbs. | O | See | F | Twist | S |
| Crawl | S | Lift/Carry 10-25 lbs. | O | Push/Pull 10-25 lbs. | O | Squat | S | Walk  | F |
| Hear | F | Lift/Carry 25-50 lbs. | S | Push/Pull 25-50 lbs. | S | Stoop/Bend | S |  |  |

**Calendar/Work Schedule and Compensation**:

Annual Calendar: 12 month calendar

Compensation: \_\_\_ Paid per the Contractual Agreement with the WCHSTA, Inc. (salaried)

 \_\_\_ Paid per the Contractual Agreement with the WCHSSSA (hourly)

 \_\_\_ Paid per the Contractual Agreement with the WCHSSSA (salaried)

 \_X\_ Regionally-competitive salary (not paid per a collectively-bargained contractual agreement)

**Reports to**: Board of Education

**Classification**: \_X\_ Administrative

 \_\_\_ Supervisory

 \_\_\_ Confidential (non-certified, not covered under the Contractual Agreement with the WCHSSSA)

 \_\_\_ Certified (covered under the Contractual Agreement with the WCHSTA, Inc.)

 \_\_\_ Non-Certified (covered under the Contractual Agreement with the WCHSSSA)

**FLSA Status**: \_\_\_ Non-Exempt from overtime under the Fair Labor Standards Act

 \_X\_ Exempt from overtime under the Fair Labor Standards Act