

Superintendent of Schools

Purpose Statement

The job of Superintendent of Schools is done for the purpose/s of managing the overall operation of the organization as designated by the Governing Board; representing the organization and serving as a resource to internal and external parties; establishing long and short term goals and procedures and ensuring compliance to policies and/or codes.

This job reports to Board of Trustees

Essential Functions

- Collaborates with a wide variety of internal and external groups (e.g. department heads, auditors, community organizations, regulatory agencies, etc.) for the purpose of implementing program components, creating long and short term plans, and addressing organizational objectives.
- Compiles data from a wide variety of internal and external sources for the purpose of developing financial, legal, and/or administrative policies and procedures, evaluating specific requests and/or measuring attainment of organizational objectives.
- Delegates responsibility for a variety of administrative functions to Directors and other personnel for the purpose of managing District operations and ensuring services are effectively and efficiently provided within established guidelines and policies.
- Develops internal controls, policies, procedures, proposals, long and short range plans, budgets and grant opportunities for the purpose of achieving organizational objectives, state education code requirements, and board policies in an efficient and timely manner and in accordance with legal requirements.
- Facilitates meetings that frequently involve a range of issues (e.g. personnel and financial procedures, regulatory requirements, requests from outside agencies, interdepartmental needs, etc.) for the purpose of communicating information, developing recommendations, guiding and supporting other staff, and serving as District representative.
- Facilitates, both internally and through an outside firm, a District message that consistently presents to the public and staff a positive image (e.g. web-site, social media, pamphlets, etc.) for the purpose of communicating the positive culture as well as important and relevant facts.
- Implements solutions to a wide variety of complex issues (e.g. budgeting, curriculum, etc.) for the purpose of fulfilling state education code requirements while addressing the needs and responsibilities of the District.
- Manages all District services and functions for the purpose of ensuring that students achieve educational goals in compliance with established requirements.
- Monitors district operations, programs, budgets and related activities for the purpose of ensuring that objectives are attained within budget and in compliance with regulatory requirements, established policies, and operational practices.
- Performs a variety of personnel functions (e.g. recruiting, interviewing, evaluating, training, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity, achieving objectives within budget, and complying with administrative and legal requirements.
- Presents information on a variety of topics (e.g. strategic planning, budget, enrollment, legislation, etc.) for the purpose of conveying information, gaining feedback and approval, and/or making recommendations regarding District services.

- Provides professional and personal leadership for the purpose of promoting educational value with outside community.
- Recommends solutions to a wide variety of complex issues for the purpose of addressing the operational needs and educational responsibilities of the district.
- Represents the District within the community and on committees for the purpose of serving as a spokesperson for the District, District board and their interests.
- Researches a wide variety of complex topics (e.g. policies, practices, guidelines and regulations, financial resources, etc.) for the purpose of ensuring compliance with regulatory requirements and established guidelines, securing information for planning, and/or responding to requests.
- Responds to complex and critical reports and inquiries from a wide variety of internal and external sources regarding development, implementation and evaluation of District programs for the purpose of identifying relevant issues and recommending or implementing action plans.
- Reviews a variety of information (e.g. education code, legal decisions, District practices, etc.) for the purpose of assessing impact on District, making recommendations, and/or addressing a variety of administrative needs.
- Supports the Governing Board and/or other management groups for the purpose of developing and implementing services and programs for achieving the operational goals of the District.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: developing and administering budgets; operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; and training, developing and supervising staff.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; current trends and practices in public educational; education code; principles of employee development and management; project development, goal attainment, and time management; and principles of conflict resolution.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing major organizational components; determining the use of funds. utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in a clean atmosphere.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required.

Education: Doctoral degree in job-related area.

Equivalency:

Required Testing

Certificates and Licenses

Administrators Credential
Certificate as required by Wyoming Department of Education

Continuing Educ. / Training

Maintains Certificates and/or Licenses
Annual training in Sexual harassment, Blood Borne Pathogens, Bully Prevention and Confidentiality

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Grade

Exempt