

Superintendent of Schools

Job Description

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 the Board of Trustees.

Essential Functions

- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing program components, creating long and short term plans, and addressing organizational objectives.
- Compile 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.
- Delegate 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.
- Develop internal controls, policies, procedures, proposals, long and short range plans, budget 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. website, 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 the 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.

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- 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 laws, codes, policies, and/or regulations; current trends and practices in public education; education code; principles of employee development and management; project development; goal attainment; time management; and principles of conflict resolution.

ABILITY is required to schedule a number activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using 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 specific, 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 limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; providing direction and leadership; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

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

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Work Environment

The usual and customary methods of performing the job functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a generally clean and healthy environment..

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

Education: Masters or Doctoral degree in job-related area.

Certificates and Licenses: Administrators Credential; Certificate as required by the Wyoming Department of Education

Required Testing:

Continuing Education/Training: Required annual trainings, maintains certificates and/or licenses

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA STATUS: Exempt