

DUTIES AND QUALIFICATIONS OF SUPERINTENDENT

- REPORTS TO: The Board of Trustees of the Independent School District of Boise City
- SUPERVISES: All personnel of the District
- RATIONALE: The Superintendent of Schools serves as the leader of the administrative team, as well as the leader of the school district. S/He is responsible for maintaining productive interrelationships with the public, improving the quality of educational opportunity, and developing the personnel, finances, and facilities necessary for a quality education program.
- JOB SUMMARY: The Superintendent of Schools serves as the chief executive officer of the Board of Trustees. As such s/he works with the Board to make the system fully effective and to create conditions under which excellent teaching and accelerated student performance is realized. S/he implements the philosophy and objectives established by the Board. S/he recommends policies to the Board, carries out Board approved policies, evaluates the results of such policies, and makes necessary decisions during the recess of the Board.

The duties of the Superintendent's office shall take precedence over any outside professional activities. The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board policies or Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.

MAJOR DUTIES AND RESPONSIBILITIES:

The Superintendent works with the Board to accomplish many of the following responsibilities.

PERFORMS AS EDUCATIONAL LEADER OF THE DISTRICT

1. Involves the community, parents, students and staff in developing a common vision for the district, focused on learning and achievement for all students.
2. Demonstrates a strong commitment to the vision by using it to guide planning and decision-making.
3. Ensures that long and short-term plans are developed, implemented, monitored and evaluated annually at the District and school level.
4. Implements high instructional standards based on the best available information about the knowledge and skills students will need in the future.
5. Establishes a comprehensive assessment and accountability system and uses the results to improve or eliminate practices or programs. Shares the results with school and community members in an effective and timely manner.
6. Oversees planning and evaluation of curriculum and instruction.

7. Celebrates the achievement of students and those who contribute to the education of children.

SERVES AS CHIEF EXECUTIVE OFFICER

1. Recommends a fiscally responsible budget based on the District's vision, goals and program evaluations and regularly monitors the fiscal health of the District.
2. Reviews, revises, recommends and implements policies, procedures and agreements consistent with the law and the District's vision and goals.
3. Works to provide a safe and appropriate educational environment for all students and oversees facility management.
4. Supports data-driven decision-making for continuous improvement.

OVERSEES STAFF PERSONNEL MANAGEMENT

1. Works to recruit and retain quality staff.
2. Provides for maintenance of up-to-date job descriptions for all personnel and holds District personnel accountable.
3. Provides high-quality professional development for staff to improve student achievement.
4. Creates a climate of open communications throughout the District.

DIRECTS COMMUNITY RELATIONS ACTIVITIES

1. Builds partnerships with the community to support high achievement for all children.
2. Provides clear, concise, and multi-faceted communication about the District with an emphasis on higher student achievement.
3. Provides leadership on educational issues and advocates on behalf of students and public education at the local, state and federal levels.

PERSONAL QUALITIES:

1. Models respect, dignity, honesty, responsibility and teamwork in all personal and professional matters.
2. Maintains a personal commitment to continuous learning.
3. Possesses and maintains the health and energy necessary to meet the responsibilities of his/her position.
4. Is suitably attired and well groomed.
5. Demonstrates fairness and consistency in handling of problems.
6. Is able to communicate in a direct and effective manner with staff, Board and community.

QUALIFICATIONS:

1. Valid Idaho Administrator's Certificate, endorsed for Superintendent or eligible to obtain such.

