

**Superintendent of Schools
Job Description**

Job Description

Bismarck Public Schools

Superintendent of Schools

Qualifications: North Dakota Superintendent's Credential, Current ND Teacher's License

Reports to: School Board

Supervises: Directly supervises the following:

1. Assistant Superintendents
2. Business and Operations Manager (As Defined in Policy B/SR-3 *Staff Accountability*)
3. Director of Technology
4. Director of Special Education
5. Director of Professional Learning
6. Community Relations Director
7. Administrative Assistant to the Superintendent

Job Goal: Under the direction of the School Board (Board), the Superintendent of Schools is responsible for serving as the Board's chief executive officer providing leadership and vision in the establishment and implementation of the District's broad organizational mission, goals, and strategic plans. Duties and responsibilities of the job include providing executive leadership and direction over the formulation and implementation of district educational programs and services; serving as the primary spokesperson for the district and representing the district before the public, other districts, and all other audiences; and providing direction and supervision over district administrative managers over the use of funds, resources and facilities in order to best provide for the educational needs of students and the community.

Essential Duties and Performance Responsibilities:

1. Serves as the Board's sole point of connection to the operational organization in a Coherent Governance model.

Tasks involved in fulfilling above duty/responsibility:

- Assists the Board in developing and monitoring achievement of Results policies focused on student achievement.
- Assists the Board in developing and monitoring the district's Operational Expectations policies.

- Assists the administrative staff in preparing and reporting data relative to Operational Expectations and Results policies, ensuring compliance with Board expectations.
- Assists the Board in developing and periodically assessing policies governing the Board/Superintendent relationship, including evaluation of the superintendent's performance.
- Assists the Board in developing and periodically assessing Board Governance Culture policies to insure effective and efficient completion of the Board's role in leading the district.
- Oversees the maintenance of all administrative policies required by the Board and/or statute.

2. Serves as the Chief Executive Officer to the Board.

Tasks involved in fulfilling above duty/responsibility:

- Works with the Board to set agendas for Board regular business meetings, Board workshops and retreats, which are aligned with District priorities.
- Establishes educational and operational priorities for the District.
- Provides linkages between the community and District.
- Plans, formulates, recommends and advises the Board concerning various issues, trends or concerns that may impact the District's mission or strategic plans.
- Develops, implements, and monitors plans for accomplishing Board directives, goals and priorities.
- Evaluates the success of the plans and reports to the Board and the community.

3. Manages, makes or delegates all administrative decisions within the District.

Tasks involved in fulfilling above duty/responsibility:

- Oversees that job responsibilities are clearly understood and are effectively accomplished.
- Aligns the responsibilities, duties and organizational structure of the district and its directors to accomplish the objectives of the organization.
- Oversees interviews, hires and manages district and building level administrators.
- Provides vision and defined autonomy to the building staff, within staffing and other guidelines; provides opportunities to staff to discuss decisions which may need to be made, which are outside of established guidelines.
- Ensures that timely and comprehensive performance evaluations are completed on all district administrators.

4. Manages and oversees the actions of all district employees, the use of district facilities, and the application of district funds and their impact on district objectives.

Tasks involved in fulfilling above duty/responsibility:

- Collaborates, supervises and works closely with the Business and Operations Manager in monitoring budget balances and cash flows to ensure that the District

has adequate cash on hand to meet its obligations; monitors reserves; and assists in the formulation of assumptions to make appropriate financial and budget projections.

- Collaborates with the Assistant Superintendents and Business and Operations Manager in the monitoring and projection of student enrollment levels.
- Plans for and collaborates with other district administrators and board in the renovation, construction and use of district facilities.
- Leads and facilitates specialized strategic projects, such as the long range facilities task force.
- Promotes and leads bond referendum efforts including planning, public appearances, promotion and communications.

5. Provides leadership in developing and maintaining the best possible educational programs and services.

Tasks involved in fulfilling above duty/responsibility:

- Provides direction to the Assistant Superintendents involved in the review, evaluation, and assessment of district curriculum, instruction, special education programs, and other district wide educational programs and services.
- Oversees the activities of the Director of Technology with respect to long range planning for technology use as well as the integration of technology within the curriculum.

6. Represents the school district before the public, with other school districts, and other audiences.

Tasks involved in fulfilling above duty/responsibility:

- Provides supervision, direction and support to the district's Communication Department.
- Serves as a liaison between the staff and the Board.
- Advocates for the interests of the school district and community when working with government agencies.
- Collaborates with various city, county, other districts and the legislature concerning issues and initiatives.

7. Responsible for the recruitment and retention of all licensed and classified staff. Provides management oversight over the Human Resources Manager.

Tasks involved in fulfilling above duty/responsibility:

- Plans for and oversees labor negotiations with all represented groups.
- Monitors district compliance with negotiated agreements with professional staff.
- Collaborates with the Human Resources Manager on matters of employee discipline and employee welfare.

8. Performs other comparable duties of a like or similar nature as assigned.

Work Requirements and Characteristics:**Education:**

Master's Degree, with Educational Leadership preparation, required.
Ph.D. or Ed. D., preferred.

Major Field of Study or Degree Emphasis:

Educational administration or educational leadership.

Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:

- Knowledge of school finance.
- Operations, functions and administrative aspects of the district.
- Knowledge of school district Coherent Governance model and theory
- Organizational theory, leadership and management theory.
- Learning processes, models, theories, and educational technologies, trends and developments.
- Measurement and assessment principles, concepts, methods and techniques.
- Relevant laws, rules, guidelines and requirements impacting educational programs, services, funding and school finance.

Experience:

Progressively responsible educational leadership experience preferred. District-level, and large district experience preferred.

License/Certification:

ND School Superintendent's Credential, Current ND Teacher's License

Essential Skills Required to Perform the Work:

- Management of a large district and profound understanding of the challenges that accompany school district growth.
- Building consensus and commitment among individuals and groups, including students, staff and community members.
- Defining, reasoning and problem solving skills.
- Oral and written communications.
- Curriculum and instruction planning and implementation.
- School and school district administration.
- Supervising, motivating, delegating authority, mentoring and monitoring administrators and directors in the conduct of their organizational responsibilities
- Developing and presenting complex and diverse issues, proposals and concepts in an understandable manner
- Planning, directing and implementing educational and instructional programs

- Conducting public relation activities both inside and outside of the organization.
- Developing, planning, monitoring and budgeting for educational and administrative programs/needs.

Working Conditions: Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. Work involves continuous contacts and interactions with the public, staff, elected officials, outside agencies, citizen groups, the media and others that can involve some disagreeable human interactions and conflicts.

Physical Job Requirements:

Standing	1 – 33% Occasionally
Walking	1 – 33% Occasionally
Sitting	66 – 100% Continuously
Hand Dexterity	1 – 33% Occasionally
Reach with hands and arms	1 – 33% Occasionally
Climb or balance	Never
Stoop/Kneel/Crouch/Crawl	Never
Talk or hear	66 – 100% Continuously
Taste or smell	Never
Lift or carry up to 10 pounds	1 – 33% Occasionally
Up to 25 pounds or more	Never

Terms of Employment: Twelve-month position. Salary to be determined by the School Board.

Evaluation: Job performance is evaluated annually by the BPS School Board in accordance to ND State Century Code guidelines