

**QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT
(Job Description)**

JOB DESCRIPTION: Superintendent of Schools, Garretson School District 49-4.

SUPERVISES: All administrative and supervisory personnel of the district and, directly or indirectly, every district employee.

JOB GOAL: Provide leadership in developing and maintaining the best possible educational programs and services within the resources of the district.

QUALIFICATIONS: Properly certified according to standards prescribed by the South Dakota Division of Education.

REPORTS TO: School board.

APPOINTMENT: The school board shall appoint the superintendent of schools for a term of not more than three years at a time. The superintendent's contract shall run from July 1 through June 30 each year. The superintendent's salary shall be arranged with the school board.

RESPONSIBILITIES:

1. Shall serve as the executive officer of the school board and shall be charged with the responsibility for implementing the policies of the school board.
2. Shall prepare the agenda for each school board meeting, shall attend all meetings, except when his/her contract is being considered, and shall participate in all deliberations of the school board when such deliberations do not involve his/her employment.
3. Shall administer the schools in conformity with the adopted policies of the school board, the rules and regulations of the South Dakota Division of Education, and state law.
4. Shall develop administrative principles and procedures for implementing school board policies.
5. Shall provide the staff a continuous appraisal of all policies originating with the school board.
6. Shall interview and recommend all administrators, teachers, and supervisory personnel for appointment, demotion, transfer, or dismissal in accordance with the policies of the school board.
7. Shall assign instructional and non-instructional personnel.
8. Shall be the director of curriculum and instruction and shall submit to the school board for approval the course of study and curriculum to be offered in the schools of the district.
9. Shall, in coordination with the business manager, supervise and approve the selections of all textbooks, supplementary materials, equipment, and materials of instruction for fulfilling the objectives of the school curriculum.
10. Shall be the director of the administrative program of the school system. All building principals shall be directly responsible to him/her.

11. May delegate responsibility, but shall be responsible to the school board for the results.
12. Shall provide educational leadership for the school board, staff members, and community.
13. Shall arrange such office hours as may be necessary for the successful administration of the schools and convenience of the public.
14. Shall seek the advice and decision of the chairperson of the school board concerning important school business for which there is no policy or precedent to follow and which requires a decision before the next regular school board meeting. However, the superintendent shall bring school board matters to the attention of the entire school board at a regular meeting whenever possible.
15. Shall close school according to his/her best judgment due to weather or road conditions, school activities, or staff meetings. Activity cancellation shall be made in his/her best judgment. The public shall be properly notified.
16. Shall furnish leadership in developing a sound public relations program to keep the public informed of school programs.
17. Shall inform the principals of school board policies dealing with matters relating to their areas of responsibility by frequent meetings.
18. Shall maintain a smooth working relationship with fellow administrators.
19. Shall be the authorized representative for all local, state, and federal education programs unless otherwise designated by the school board.
20. Shall keep himself/herself and the school board informed concerning educational progress by visiting other school districts, circulating questionnaires, attending educational meetings, workshops, conventions, short courses, and by reading educational books, pamphlets, and magazines.
21. Shall, in coordination with the business manager, assume the responsibility for real estate management.
22. Shall assume the responsibility for supervision of custodians and bus drivers and shall see to their recruitment, selection, and placement.
23. Shall assume the responsibility for the transportation of pupils and related policies, rules, regulations, and procedures.
24. Shall, in coordination with the food service supervisor and the business manager, assume the responsibility for the food service operation.
25. Shall perform an evaluation of continuing contract principals once yearly and file a written report on the status relative to achievement, performance, and fitness for the position held. This report shall be furnished to the school board upon request. First and second year principals shall be evaluated once each semester during their first two years of employment.
26. Shall supervise the preparation and presentation of the proposed annual budget.

27. Shall implement the budget that is approved by the school board.
28. Shall maintain liaison with city, county, state, and federal legislators in an effort to accomplish legislation needed for school improvements.
29. Shall, in coordination with the business manager, assume responsibility for buildings, grounds, equipment, plant utilization, facility needs, design, construction, maintenance, repair, alterations, and improvements.
30. Shall recommend to the school board and supervise and administer capital outlay improvements.
31. Shall perform such other tasks as may from time to time be assigned by the school board.