



# Sequoia Union High School District

## Job Description

<b>JOB TITLE:</b>	<b>District Superintendent of Schools</b>
<b>ADMINISTRATIVE RELATIONSHIP:</b>	The District Superintendent of Schools is directly responsible to the Board of Trustees.
<b>CLASSIFICATION:</b>	Certificated
<b>REQUIREMENTS</b>	Minimum Degrees/Credentials/Experience Required for Position M.A. (M.S.) and valid California administration credential. Earned doctorate is preferred.
<b>SALARY SCHEDULE:</b>	Certificated Salary Schedule
<b>WORK - YEAR / HOURS:</b>	220 days
<b>LOCATION:</b>	Various
<b>BOARD APPROVAL:</b>	December 2, 1991 Revised December 16, 1992

### BRIEF DESCRIPTION OF POSITION

The District Superintendent of Schools is the chief administrative leader of the district

### DUTIES AND RESPONSIBILITIES

1. Administer, as chief school executive, an educational program which meets the needs of the community and carries out the policies of the Board.
2. Supervise, directly or through delegation, all activities of the school system according to the policies of the Board.
3. Supervise and annually evaluate the principals.
4. Define educational needs and formulate policies and plans for recommendation to the Board.
5. Assume responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submit it to the Board for review and approval.
6. Maintain an effective employee relations program, including collective negotiations.
7. Establish and maintain efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget.
8. Be responsible for assignment and transfer of staff.
9. Recommend to the Board for final action the hiring, promotion, or dismissal or other termination of employees.

10. Suspend employees for just cause and report such suspensions to the Board for final action.
11. Represent the Board as liaison between the school district and the community.
12. Establish and maintain a program of public relations to keep the public well-informed of the activities and needs of the school district.
13. Attend and participate in all regular and special meetings of the Board and serve as executive officer of the Board at all Board meetings.
14. Be responsible for the preparation and distribution of agendas for Board meetings and provide the Board with all information necessary for decision making.
15. Make reports to the Board as appropriate.
16. Develop policies for Board consideration and develop administrative rules and procedures to implement Board policies.
17. Act on own discretion if action is necessary on matters not covered by Board policy.
18. Conduct management team and staff meetings as needed.
19. Perform such other tasks as may from time to time be assigned by the Board.