

USD 497 Lawrence Public Schools

Job Description

Title: Superintendent of Schools

Qualifications: Comprehensive knowledge of the operation of a school system, including the role of the board of education, responsibilities of staff at all levels, financial management, and maintenance of legal and ethical policies and procedures. A valid district level administrator's certificate issued by the Kansas State Board of Education is required; a doctorate is preferred but not required.

Reports to: Board of Education

Job Goal: The superintendent is the chief executive officer of the district. The superintendent provides leadership in developing and maintaining the best possible educational programs, services, and activities for the district's students. The degree of freedom to act, within the limits of statute and policy, is broad.

Essential Job Functions:

I. Leadership and District Culture

- Works with the board of education to develop and communicate a clear vision of excellence and continuous improvement consistent with the goals and strategic plan of the school district, with a consistent focus on promoting the academic success and well-being of each student
- Demonstrates a strong commitment to a "student first" philosophy of child-centered education in all decisions
- Models and pursues the district's mission, vision, and core values in all aspects of district leadership

II. Policy and Governance

- Works with the board of education to develop and implement policies that define organizational expectations
- Functions as the primary instructional leader for the school district, relying on support from staff as necessary when advising the board of education
- Oversees the administration of the school district's day-to-day operations
- Works with all individuals, groups, agencies, committees, and organizations to provide and maintain schools that are safe and productive

- Works with the board of education to develop a constructive board/superintendent relationship/ Promotes a positive and professional environment for the board

III. Communications and Community Relations

- Promotes effective communication and interpersonal relations within the school district
- Establishes and maintains effective channels of communication with board members and between schools and community, strengthening support of constituencies and building coalitions
- Works collaboratively with staff, families, and community members to secure resources and to support the success of a diverse student population
- Creates an atmosphere of trust and mutual respect with staff and community.

IV. Equity and Cultural Responsiveness

- Implements strategies to identify and close or narrow gaps in student opportunities and achievement
- Responds effectively to the challenges presented by an ethnically and culturally diverse community
- Strives for equity of educational opportunity and culturally responsive practices to promote each student's academic success and well-being
- Works to create a district culture that ensures each student is treated fairly, respectfully, and with an understanding of each student's culture and context
- Addresses matters of equity and cultural responsiveness in all aspects of leadership

V. Organizational Management

- Plans for effective allocation of fiscal and other resources
- Effectively employs various processes for continuous gathering, analyzing, and using data for decision making in all areas of school operation
- Organizes the collaborative development and implementation of a district strategic plan based on analysis of data from a variety of sources
- Identifies, analyzes, and resolves problems using effective problem-solving techniques
- Supports a healthy, safe, and positive environment for students and staff

- Develops procedures for working with the board of education that define mutual expectations, working relationships, and strategies for formulating district policies
- Effectively manages human, material, and financial resources to ensure student learning and to comply with legal mandates
- Demonstrates effective organizational skills to achieve school, community, and district goals

VI. Instructional Planning and Assessment

- Plans, implements, supports, and assesses instructional programs that enhance teaching and student achievement of the state's learning standards
- Oversees the alignment, coordination, and delivery of district programs and curriculum/ Oversees planning and evaluating coherent, culturally responsive, and aligned systems of curriculum, instruction, and school improvement that promote the mission, vision, and core values of the district
- Assess factors affecting student achievement and serves as an agent of change for needed improvements
- Ensures that curricular design, instructional strategies, and learning environments integrate appropriate technologies to maximize student learning

VII. Human Resources Management

- Implements sound personnel procedures in recruiting, employing, and retaining the best qualified and most competent teachers, administrators, and other staff
- Provides staff development for all categories of personnel consistent with individual needs, program evaluation results, and instructional improvement plans
- Plans and implements a systematic employee performance evaluation system
- Responsible for ensuring district hires adequate staff to ensure all board goals and objectives are met

VIII. Values and Ethics of Leadership

- Models professional, moral, and ethical standards as well as personal integrity in all interactions
- Works in a collegial and collaborative manner with school personnel and the community to promote and support the mission and goals of the school district
- Takes responsibility for and participates in a meaningful and continuous process of professional development that results in the enhancement of student learning

- Provides service to the profession, the district, and the community

Additional Required Knowledge, Skills, Abilities, and Responsibilities:

- Ability to hold a valid Kansas driver's license, drive at night, and travel on short notice.
- Ability to sit for long periods of time
- Ability to work 60+ hours weekly
- Performs other duties as assigned and in accordance with the direction and policy of the

USD 497 Board of Education Term of Employment: As negotiated in the Superintendent's employment contract, beginning July 1 through June 30.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the USD 497 Board of Education's policy on Evaluation (Board Policy GBI) and this job description.

Approved: _____ Date: _____ Board
President

Reviewed and agreed to by: _____ Date: _____
Superintendent