

LAKEVILLE AREA SCHOOLS POSITION DESCRIPTION

POSITION TITLE: Superintendent of Schools
DEPARTMENT / BUILDING: District Office
TITLE OF IMMEDIATE SUPERVISOR: School Board
BARGAINING UNIT: Executive Cabinet
EXEMPT/NON-EXEMPT: Exempt
LOCATOR (HR use only): 005

POSITION SUMMARY: The Superintendent is the executive officer of the School Board. It shall be his/her duty to carry out the directives of the Board and develop procedures for the policies adopted by the Board. He/she shall further recommend the educational development and provide the leadership to implement the goals established by the Board. He/she shall have any and all powers delegated to him/her by the Board. He/she is responsible and accountable to the Board for the administration and supervision of the entire school system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions of this position may include, but are not limited to, the following fundamental duties:

1. Formulate strategic plans, goals, and change efforts with the Board, staff, and community.
2. Provide educational leadership to the Board, staff, and community through the administration and supervision of District programs, activities, and operations in accordance with Board adopted policies.
3. Promote a positive climate and culture throughout the District.
4. Develop procedures for working with the Board that define mutual expectations and working relationships.
5. Adjust local policy in accordance with municipal, state, and federal regulations.
6. Establish and maintain liaison with community groups that are interested or involved in the educational programs for the District's goals, objectives, policies, and practices.
7. Formulate and carry out plans for internal and external communications to articulate the District's purpose and priorities to the staff, community, and mass media.
8. Successfully implement the policies of the Board through the effective organization and empowerment of District personnel.
9. Utilize policy to control and exercise general supervision of the individual schools and programs within the school system; grant or withhold approval of procedures as prepared by the central administration or proposed by principals or administrative heads as appropriate.

10. Assure consistency between the budget and the instructional program; secure and allocate human and material resources as deemed appropriate; and maintain accurate fiscal records.
11. Assume responsibility for the oversight of the District's curricula, textbooks, support materials, and instructional program supervision within the framework of the rules and regulations of the State Department of Education and the Board.
12. Provide leadership and direction for the continued research, development, operation, and supervision of the instructional program.
13. Assume responsibility for the development, implementation, support, and monitoring of change processes to improve student achievement.
14. Establish a climate for learning based on research findings and the use of appropriate instructional strategies; use valid and reliable performance indicators and testing procedures to measure student performance.
15. Provide overall leadership for the coordination of efforts from teachers, curriculum personnel, instructional program management, and interested public in curriculum development and revision.
16. Recommend Board adoption of overall goals, objectives, and priorities for the District's educational program and supporting activities which will conform theory and practice in education and will allow the District's employees to meet the needs of the students in a rapidly changing environment; apply best practices in integrating curriculum and resources.
17. Evaluate the quality and efficiency of all functions and reports, orally and in writing, to the Board as required; provide such periodic reports from staff members as necessary for adequate reporting to the Board and the public.
18. Responsible for the oversight of the District's short-term and long-term planning for facilities in order to educate students in an appropriate learning environment.
19. Recommend Board adoption and advocacy of school bond and levy proposals as needed to accommodate increased student enrollment and the renovation of older facilities to meet current educational specifications as well as the general operation of the school programs.
20. Responsible for all construction, major rehabilitation, and major repair of school facilities; the Superintendent shall also provide for the maintenance, both preventative and routine, and custodial services of District facilities.

REQUIRED QUALIFICATIONS (Specific training or job experience required before appointment):

1. Superintendent Licensure in the State of Minnesota
2. Demonstrated success with curriculum, personnel management, school finance and strategic planning
3. Strong leadership and communication skills

PREFERRED QUALIFICATIONS

1. Central office, school administration, and teaching experience

Employee is required to:	Never	Occasionally 1-33%	Frequently 34-66%	Continuously 66-100%
Stand		X		
Walk		X		
Sit				X
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk, see and hear				X
Taste or smell	X			
Physical (lift and carry):				
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
More than 100 pounds	X			

DATE: 11/06/2024