

**PRATT U.S.D. 382
JOB DESCRIPTION**

TITLE: Superintendent of Schools

QUALIFICATIONS: Experience in teaching and school administration totaling at least 5 years
A master's degree and graduate studies in educational administration
A valid district-level certificate issued by the Kansas State Board of Education
Other Alternatives as the Board may find appropriate

REPORTS TO: Board of Education

SUPERVISES: All administrative and district-level administrative supervisory personnel

JOB GOAL: To provide leadership in developing and maintaining the best possible educational programs and services.

DUTIES: The employee must...

1. Supervise and evaluate all central office personnel and building principals.
2. Oversee planning and evaluation of curriculum, instruction, and school improvement efforts.
3. Oversee preparation of long and short-term goals for the system, including goals for student achievement.
4. Participate in professional activities to enhance knowledge and skills.
5. Implement all school board policies.
6. Report to the school board about the status of programs, current trends in education, the rules and regulations of the Kansas State Board of Education, and state and federal laws.
7. Recommend actions and alternatives to the board.
8. Act as liaison between the school board and school personnel.
9. Organize recruitment and recommend assignment of personnel.
10. Ensure administration of personnel policies and programs.
11. Plan and implement personnel evaluation systems.
12. Maintain up-to-date job descriptions for all personnel.
13. Oversee the planning and evaluation of staff development programs.
14. Inform the board about improvements in curriculum, instruction and learning resulting from staff development activities.
15. Prepare long and short-term facility and site plans for the board.
16. Ensure the maintenance of district property.
17. Monitor construction, renovation, or demolition of school facilities.
18. Prepare the budget.
19. Ensure that expenditures are within limits approved by the school board.
20. Report to the school board on the district's financial condition.

- 21. Establish and monitor procedures for procurement of equipment and supplies.
- 22. Communicate the district vision/mission to the school community.
- 23. Promote and maintain school/community relations, school-business partnerships, and related public service activities.
- 24. Formulate plans to coordinate social, health, and other community agencies.
- 25. Involve the site council(s) in planning and problem-solving for the schools.
- 26. Monitor student personnel services.
- 27. Assure the monitoring of student progress on each of the student outcomes through an effective student records system.
- 28. Maintain programs for health and safety of students.
- 29. Provide accurate reports to the board on student achievement.
- 30. Monitor the student transportation system.
- 31. Use written and spoken language well.
- 32. Interact effectively with all district personnel.
- 33. Execute board directions effectively and accurately.
- 34. Help the board conduct effective meetings.
- 35. Perform other duties as assigned by the board and in accordance with the provisions of the Pratt U.S.D. 382 Board of Education.

TERMS OF EMPLOYMENT: Twelve month contract, 260 days.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Pratt USD 382 Board of Education’s policy on Evaluation of Professional Staff.

Approved by: _____ **Date:** _____
Board President

Reviewed and agreed to by: _____ **Date:** _____
Employee