**Superintendent**

Reports to – Board of Education

Responsible for carrying out the policies of the Board of Education and providing leadership that will result in quality education for students of the district. Assists the Board in establishing policies and objectives. Serves as chief executive officer to implement those policies and to ensure an efficiently operated organization. Evaluates strengths and weakness of organization and its product, and recommends or takes steps necessary to remedy problems. Provides long-range planning, sound financial management, and staffing plans. Spends considerable time in the community for

public relations purposes.

**PERFORMANCE RESPONSIBILITIES**

1. Serves as the chief executive officer of the Gallatin County Board of Education; attends all meetings, enters into discussions; acts as secretary; and makes recommendations to the Board.
2. Administers the planning, development, coordination and evaluation of the total operation of the system.
3. Assumes general supervision over the school system and over all personnel as provided by the revised statutes of the Commonwealth of Kentucky, the rules and regulations of the Gallatin County Board of Education.
4. Delegates responsibility for various administrative units but is responsible to the Board for the results produced.
5. Prepares the annual budget in accordance with the revised statutes of the Commonwealth of Kentucky, subject to changes as this Board deems desirable.
6. Recommends for appointment all certified and classified personnel.
7. Makes needed personnel adjustments, assignments and transfers; approves and recommends leaves of absence, salary adjustments and suspensions and the dismissal of personnel for just cause.
8. Presents, for adoption by the Gallatin County Board of Education, policies and procedures designed to improve the educational program.
9. Collates information to keep the Gallatin County Board of Education and the general public informed regarding the progress and activities of the educational program.
10. Performs other duties as assigned by the Gallatin County Board of Education.

**PHYSICAL DEMANDS**

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

**MINIMUM QUALIFICATIONS**

1. Master’s Degree

2. Kentucky Certification for Superintendent

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: January 25, 2010

 Board Chairperson Revised: May 22, 2018

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee