
**POWELL COUNTY SCHOOLS
JOB DESCRIPTION**

POSITION TITLE: Superintendent

REPORTS TO: Board of Education

SUPERVISES: District Administrators, Principals, District Level Classified Supervisors, Superintendent Secretary

BASIC FUNCTION:

The Superintendent shall be the professional advisor to the Board. As advisor to the Board, the Superintendent shall recommend policies to the Board for its consideration and should advise and counsel the Board on all matters. The Superintendent shall be the executive officer of the District. As executive officer, the Superintendent is responsible for carrying out all policies and rules and regulations established by the Board.

REPRESENTATIVE DUTIES:

The terms of employments are designated by the contract.

- Adhere to the Professional Code of Ethics and demonstrate punctuality and regular attendance;
- Meet with the Board except when the Superintendent's tenure, salary, or the administration of the Superintendent's office is under consideration;
- See that the laws relating to the schools, the administrative regulations of the Kentucky Board of Education, and the policies of the Board are carried into effect;
- Prepare, under the direction of the Board, all rules, procedures, bylaws, and statements of policy for review, approval and/or adoption by the Board;
- General supervision, subject to the control of the Board, of the general conduct of the schools, the management of business affairs and, in accordance with state law, the course of instruction, and the discipline of pupils;
- Make all appointments, promotions, and transfers of principals, supervisors, teachers, and other public school employees, and at the next Board meeting notify the Board of all personnel actions taken;
- Exercise general supervision of the schools, examine their condition and progress, and keep informed of the progress in other districts;
- Prepare or have prepared all budgets, salary schedules, and reports required by the Board and by the Kentucky Board of Education;
- Determine the need of extension of the school system of the district;
- Receive and examine reports from teachers and other school officers;
- Make reports from time to time as directed by the Board;
- Be responsible to the Board for the general condition of the schools;
- Meet all training and continuing education requirements specified in statute and administrative regulations;
- Assist the Board in its efforts to interpret public opinion concerning the schools;
- Solicit, give attention to, and makes response to problems and opinions of

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- community groups and individuals;
- Encourage collaborative relationships with businesses and industries in the community;
- Develop a cooperative relationship with all news media;
- Undertake long-term analysis and projection of staffing needs and availability;
- Develop and execute sound personnel procedures and practices for initial employment, assignments, transfers, and termination actions;
- Develop a comprehensive plan for performance evaluation of all employees;
- Develop a plan of long range goals and objectives for the school system and provides opportunities for staff and community to engage in long-range planning activities;
- Take steps, through a continuous self-improvement program, to keep abreast of trends and practices in education;
- Participate actively in community affairs and projects a positive image for the district;
- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Kentucky laws in relation to all areas of instruction, supervision, and district governance;
- District policies and procedures to effectively carry out job duties;
- Kentucky assessment requirements;
- Best practices in education and special education;
- Effective leadership in the areas of human, physical, and fiscal resources;
- Current evaluation systems;
- District finances and budgeting;
- Confidentiality laws.

ABILITY TO:

- Locate information from local, state, and federal departments;
- Communicate effectively in both oral and written communications;
- Collaborate with district and school staff as well as other district superintendents;
- Demonstrate positive, professional relationships with district personnel, parents, and community members;
- Motivate and work cooperatively with diverse populations;
- Put the needs of the students first while balancing the needs of other stakeholders;
- Budget effectively and efficiently;
- Plan effectively;
- Work cooperatively with others;
- Carry out duties in a timely manner without undue checking;
- Determine appropriate action as needed.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking;

- Requires the ability to communicate effectively using speech, vision and hearing;
- Requires the use of hands for simple grasping and fine manipulations;
- Requires bending, squatting , crawling, climbing, reaching;
- Requires the ability to lift, carry, push or pull light to heavyweights.

EVALUATION:

- Annual development of Professional Growth Plan.
- Evaluated annually by the Board of Education in accordance with Board policy and procedure.

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:

- Kentucky Superintendent certification
- Five (5) years administrative experience preferred

Most recent approval by the Powell County Board of Education	Date:
Printed name of employee receiving job description.	
Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.	
Employee Signature:	Date: