

## Union Public Districts Job Description

**Position Title:** Superintendent  
**Department:** Union Public School District  
**Reports To:** Board of Education

**FLSA Designation:** Exempt

**SUMMARY:** To inspire, lead, guide and direct every member of the administrative, instructional and supportive services teams in setting and achieving the highest standards of excellence, so that each individual student enrolled in the District may be provided with a complete, valuable, meaningful, and personally rewarding education. Further, to oversee and administer the use of all District facilities, property and funds with a maximum of efficiency, and ever-present, overriding concern for their impact upon each individual student's education.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned*

- Attends and participates in all meetings of the Board and its committees, except when own employment or salary is under consideration.
- Serves as an ex officio member of committees.
- Administers as chief District executive, the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board.
- Advises the Board on the need for new or revised policies and sees that all policies of the Board are implemented.
- Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information and reports as are needed to ensure the making of informed decisions.
- Acts on own discretion if emergency action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy in order to provide guidance in the future.
- Informs and advises the Board about the programs, practices and problems of the District, and keeps the Board informed of the activities operating under the Board's authority.
- Supervises the implementation of all laws, regulations and Board policies.
- Makes all administrative decisions within the District necessary to the proper function of the District.
- Makes such rules and gives such instructions to District employees and students as may be necessary to implement Board policy.
- Delegates at own discretion to other employees of the Board the exercise of any powers or the discharge of any duties with the knowledge that the delegation of such power or duty does not relieve the Superintendent of final responsibility for the action taken under such delegation
- Formulates District objectives, policies, plans and programs; prepares (or causes to be prepared) and presents facts and explanations necessary to assist the Board in its duty of legislation for the District.
- Conducts periodic audit of the total District program, and advises the Board on recommendations for the educational advancement of the District.
- Oversees the timely revisions of all curriculum guides and courses of study.
- Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with published policies.

- Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees and receives from employees and receives from employees communications to be made to the Board.
- Directs staff negotiations with professional and nonprofessional personnel.
- Employs such personnel as may be necessary, within the limits of budgetary provisions and subject to the Board's approval.
- Assigns and transfers employees as the interest of the District may dictate and reports such action to the Board for information and record.
- Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the District.
- Supervises methods of teaching, supervision, and administration in effect in the District.
- Approves vacation schedules for salaried District employees under direct supervision.
- Suspends any employee for just cause and reports such suspension to the Board.
- Recommends to the Board for final action the promotion, salary changes, demotion, or dismissal of any employee.
- Reports to the Board the case of any employee whose services is unsatisfactory and recommends appropriate action.
- Submits to the Board a clear and detailed explanation of any proposed procedure that would involve either departure from established policy or the expenditure of substantial sums.
- Supervise the preparation and presentation of the annual budget and recommends it to the Board for approval.
- Establishes and maintains efficient procedures and effective controls for all expenditures of District funds in accordance with the adopted budget.
- Acts as a purchasing agent for the Board, and establishes procedures for the purchase of books, materials, and supplies.
- Provides suitable instructions and regulations to govern the use and care of District properties.
- Recommends to the Board sales of all property no longer required by the Board and supervises the proper execution of such sales.
- Oversees the processing and submission of required reports.
- Files, or causes to be files, all reports required by the state and the District code.
- Recommends the establishment or alteration of attendance boundaries for all Districts in the interest of good administration of the instructional program and approves the special transfer of students from one neighboring District to another only when, in the Superintendent's opinion, conditions in each case warrant such action.
- Makes recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety.
- Makes recommendations with the reference to the location and size of new District sites and of additions to all existing sites; the location and size of new buildings on District sites; the plans for new District buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the District.
- Represents the District in its dealings with other District systems, institutions, agencies, and community organizations.
- Keeps informed of modern educational thought and practices by advanced study, by visiting District systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the Board informed of trends in education.
- Represents the Board as liaison between the District and the community.
- Established and maintains a program of public relations as may keep the public well-informed of the activities and needs of the District District, effecting a wholesome and cooperative working relationship between the District and the community.
- Keeps the public informed about modern educational programs, educational trends, and the policies, practices, and problems in the District.

- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by the Board of Education.

**SUPERVISORY RESPONSIBILITIES:** Supervises directly or indirectly every District employee.

**QUALIFICATIONS REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** Master's degree or equivalent; previous administrative experience preferred.

**CERTIFICATES, LICENSES, and REGISTRATIONS:** Valid Oklahoma Superintendent Certification required.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information.

**MATHEMATICAL SKILLS:** Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out written and oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS and ABILITIES:** None.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of the job, the employee is frequently required to sit.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.