

TITLE: SUPERINTENDENT OF SCHOOLS

QUALIFICATIONS:

1. Doctorate in educational administration
2. Hold or be eligible to obtain an Alabama Class AA Superintendent's Certificate
3. A minimum of three years' teaching experience
4. Five years' administrative experience, preferably a broad range of elementary and secondary experience
5. Demonstrated ability in group dynamics and in working with people who have varying backgrounds and interests
6. Ability to view all aspects of issues and to deal fairly when views differ from own
7. Demonstrated knowledge of school finance
8. Demonstrated leadership ability in areas of curriculum and instruction
9. Demonstrated knowledge of educational research and methods of research
10. Ability to delegate authority

REPORTS TO: Board of Education

SUPERVISES: Assistant Superintendent(s) and Principals

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

PERFORMANCE RESPONSIBILITIES:

1. Advises the Board on the need for new or revised policies and recommends proposed policies to the Board for approval.
2. Implements all policies, rules and regulations adopted by the Board of Education.
3. Prepares and submits to the Board all required reports.
4. Assumes overall financial responsibility for the school system by:
 - a. Supervising the preparation of the annual budget.
 - b. Preparing reports on financial status.
5. Recommends for Board approval all candidates for employment, transfer, promotion or termination.
6. Assumes responsibility for assignment of personnel.
7. Recommends salary schedules for certified and non-certified personnel.
8. Formulates means of evaluating staff members and reports such evaluations to the Board when necessary.
9. Provides professional leadership for the educational program of the school system.
10. Develops plans for the construction, maintenance, improvement or expansion of buildings and property needed to provide an adequate educational program.
11. Plans methods to keep the community informed about school matters.
12. Keeps decisions in line with Board policies, and in all matters where duties are not definitely defined, exercises discretion.

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13. Attends all meetings of the Board except when his/her employment is discussed and has the right to speak on all matters, but not to vote.
14. Brings such matters before the Board as may seem necessary for the general welfare of the schools.
15. Becomes *ex-officio* member of all committees of the Board except the selection of the Superintendent.
16. Holds the power to suspend students from schools.
17. Employs and assigns substitute teachers as needed, with the assistance of the principals.
18. Attends and participates in local, state, regional and national professional conferences as authorized by the Board.
19. Is responsible for all minutes of the Board of Education and other records pertaining to the school system.
20. Temporarily fills job vacancies, pending final approval by the Board of Education.
21. Performs other duties as legally outlined in Title 16, Alabama School Code of the State of Alabama.

TERMS OF EMPLOYMENT: Twelve-month year. Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Florence City Schools

Approved by Board of Education

Position is grandfathered by salary schedule.