

Superintendent Position Description

TITLE:	Superintendent	CLASSIFICATION:	Management
DEPARTMENT:	Administrative Services	FLSA:	Exempt
REPORTS TO:	Board of Trustees	WORK YEAR:	224 Working Days
BOARD APPROVAL:	4/17/19	SALARY:	Individual Employment Contract
BOARD REVISION:			

BASIC FUNCTION:

Under the direction of the Board of Trustees, provide leadership and executive direction to the personnel, programs, activities and operations of the charter school; assure compliance with established goals, objectives and legal requirements concerning charter school administration and instruction; serve as chief executive officer of the Board and act as the Board's agent in implementing policies and directives.

REPRESENTATIVE DUTIES:

Administer charter school programs, activities and operations in accordance with California Education Code requirements, charter school Board approved policies, rules and regulations of the State Board of Education and the charter school Memorandum of Understanding with the authorizer, Kern County Board of Education.

Provide educational leadership to the Board, school staff and community; maintain current knowledge of trends in education and advise the Board regarding desirable courses of action.

Advise the Board in areas requiring policy development or revision; assist in formulating Board policies by providing Board with necessary data and information; direct the maintenance of a written policy manual of current charter school policies.

Understand the Board policies, communicate guidelines inherent in those policies, and oversee the implementation of policies; develop and recommend new and updated Board policies in areas of education administration.

Provide direction for the monitoring of all categorically funded programs to assure compliance with applicable state and federal laws and regulations.

Interface with governmental agencies, business and civic organizations, and the community to provide needed information and promote the school's educational initiatives.

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees; and recommend termination and disciplinary actions; plan, coordinate and arrange for appropriate training of assigned staff.

Communicate and collaborate with school team and outside organizations to develop, implement and coordinate activities and programs, resolve issues and conflicts, and exchange information; develop policies and procedures to encourage effective and efficient management controls; model school standards of ethics and professionalism.

Interpret and implement charter school policies and incorporate such interpretations in a written set of administrative rules, regulations and procedures; administer policies personally or by delegation to appropriate staff.

Direct the preparation of the agendas for Board meetings according to Board policy; assure compliance with legal requirements related to posting notices of meetings and preparation of minutes; provide Board members with pertinent background information.

Provide leadership to the charter school's financial and business operations; provide for the preparation and presentation of the annual budget to the Board for adoption; assure consistency with instructional programs and demographic data; assure implementation of the approved budget and appropriate fiscal accountability.

Direct and manage facility financing programs.

Plan, develop and direct a community relations program to inform the public of school developments and problems; recommend specific programs and activities to promote a positive image of the charter school to the community.

Establish and maintain contact with media representatives, community groups, parent and civic organizations, local agencies and others; provide information, receive input and serve as liaison between the community and the Board; represent the charter school at social and civic functions.

Select and evaluate professional and management staff.

Delegate to subordinates any of the powers and duties deemed necessary or advisable but continue to be responsible to the Board for the execution of the powers and duties delegated.

Serve as chair of the Administrative Team, the chief purposes of which are to maintain top-level communication on school-wide policy matters, and to serve as a review group when group judgment and experience are desirable or necessary to decision making; assure proper emphasis on charter school quality management programs.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence and files related to assigned services, activities, and operations; prepare and submit applications, contracts, and reports to funding agencies; operate a computer to input data and generate reports.

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Master's Degree from accredited college or university.

5-years teaching and administrative experience.

5-years selection, training and evaluation of staff.

LICENSES AND OTHER REQUIREMENTS:

California Administrative Services Credential.

California Multiple Subject Teaching Credential.

California Driver's License.

Provide personal vehicle for work along with proof of insurance.

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

Administration of a charter school.

Oral and written communication and community-building skills.

Public speaking techniques.

Laws, rules and regulations related to assigned activities.

Applicable sections of the California Education Code and other applicable laws.

School organization, operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.

Principles and practices of administration, supervision and training.

Extensive knowledge of curriculum development and program design.

Record of success in developing teachers and other staff.

Entrepreneurial passion.

Budget preparation and control.

ABILITY TO:

Develop and recommend policies and practices affecting charter school programs and services.

Communicate effectively both orally and in writing.

Analyze data.

Prepare and deliver oral presentations.

Establish and maintain cooperative and effective working relationships with others.

Train, supervise and evaluate personnel.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Plan and organize work.

Work confidentially with discretion.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; subject to driving within County and State.

SAMPLE PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations; seeing to read volumes of printed data; sitting for extended periods of time; physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

SAMPLE HAZARDS:

Contact with dissatisfied or abusive individuals.