

Job Description
LAPORTE COMMUNITY SCHOOL CORPORATION

JOB TITLE: Superintendent of Schools

REPORTS TO: Board of School Trustees

SUPERVISES: All Personnel of the Corporation

POSITION SUMMARY:

The Superintendent of Schools is the chief executive officer of the school corporation appointed by the Board of School Trustees. The Superintendent is responsible to the Board for the executive management and control of the schools and for the enforcement of the policies, rules, and regulations adopted by the Board. The Superintendent is, therefore, vested with the authority to carry out such rules and regulations. The Superintendent may delegate responsibility for the operation of various departments of the school system, but shall be responsible to the Board for results produced.

ESSENTIAL FUNCTIONS:

1. Acts as the chief administrator of the School Corporation and executive officer of the Board of School Trustees.
2. Operates schools under the laws of the State of Indiana and the policies of the Board of School Trustees.
3. Attends all meetings of the Board, except when the Superintendent's contract is being considered, and advises the Board on all matters before it.
4. Provides the Board with an agenda, recommendations for Board action, and supporting information in advance of Board meetings.
5. Formulates and executes a public relations program that effectively communicates school needs and program to the Board, faculty, students, and community.
6. Makes recommendations for the appointment of all personnel.
7. Makes recommendation of assignment, transfer, suspension, promotion, or dismissal of any employee of the Board of School Trustees, except the Superintendent.

8. Assumes responsibility for the supervision and conduct of the educational program of the schools.
9. Prepares a carefully planned annual budget and the expenditures of school funds in accordance with the provisions of the budget, the laws of the State of Indiana, and the objectives of the school corporation.
10. Responsible for the purchasing and procuring of such materials and equipment as are necessary for instruction and for administration and for the maintenance of school property.
11. Responsible for the maintenance and custodial care of school property.
12. Promotes and develops means of providing information to the Board and to the public relative to the operation of the School Corporation.
13. Recommends new policies to the Board or revision of old policies to govern changing conditions.
14. Develops rules and regulations to carry out policy.
15. Supervises the work of the Assistant Superintendents.
16. Informs the board as to the school building needs and recommends procedures designed to meet them.
17. Grants the use of schoolrooms, auditoriums, and gymnasiums for such community purposes and under such terms as the Board of School Trustees may establish.
18. Arranges for the delegation of authority in event of the absence of the Superintendent from the district.
19. Makes recommendations for the improvement of instructional programs.
20. Develops and maintains efforts to improve student performance as measured by ISTEP and criterion referenced scores.
21. Maintains all measures of student achievement at or better than state benchmark levels.
22. Communicates with parents, teacher, student organizations, and community groups interested in education.

23. Develops and maintains a good relationship with the news media and community organizations.
24. Participates in professional activities and encourages employees to engage in self-improvement programs that expose them to new developments in their fields.
25. Places general welfare of students first in all matters.
26. Undertakes any other duties that may be assigned by the Board of School Trustees.

SUPERVISORY RESPONSIBILITIES: Directly supervises 8 to 25 school principals, directors, managers, and employees within the school organization. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing and resolving problems.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function 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:

- Minimum of Specialist Degree in Education, with a major in School Administration
- Certificated by the State of Indiana as Professional Teacher and as a Superintendent
- Minimum of five years successful experience in public school administration, with at least three years as a Superintendent or Assistant Superintendent in one system being desirable.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before school board members, groups of parents, general public, and school administrators and teachers.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, and schedule form.

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 this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger; handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell.

The employee must frequently lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work; pen, pencil, pointer, slate, public address system, tape recorder, blackboard, chalk, charts, diagrams, textbooks, computers.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an 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 moderate.

TERMS OF EMPLOYMENT: Initial three year contract. Subsequent contract, salary, and benefits to be determined by the Board; however, no contract may be for less than three years. The Board of School Trustees shall evaluate the Superintendent yearly.