

POSITION DESCRIPTION

TITLE:	Superintendent of Schools	SUPERVISOR:	Board of Education
DEPARTMENT:	Superintendent's Office	CLASSIFICATION:	Administration

I. Accountability Objectives:

The Superintendent of Schools is the chief executive officer of the Board of Education. As such, the superintendent has major responsibility for the administration of the schools in accordance with the policies of the Board of Education, state statutes, and federal regulations. The superintendent must advise the Board on all educational matters and keep the Board of Education informed of the total operating educational program.

II. Position Characteristics:

Salary: Set annually by the Board of Education
Length of Contract: Three Years

III. Position Relationships:

Supervisor: Board of Education.
Coordinates with: Board of Education, Executive Directors, Building Administrators, Union Officials, Municipal Officers and Staff, Civic and Business Organizations.
Participates in: Wide range of community activities, along with participation in appropriate educational organizations.
Supervises: Directly: Executive Directors, Administrative Assistant.
Indirectly: Building Principals, all other administrative staff, teachers, and non-certified personnel.

IV. Position Qualifications:

- A. Required Qualifications:
Wisconsin District Administrator's License #5
- B. Desired Qualifications:
Doctor's degree in educational administration or equivalent credit beyond the master's degree; five years of teaching experience; five years of administrative experience, preferably as a school district administrator.
- C. Special Requirements:
Must possess a thorough understanding of public education and the forces that impinge on and shape education in today's world; ability to use the political, governmental, and financial systems effectively, as well as knowledge and skill in labor management relations; ability to motivate and provide leadership to all staff and community groups through excellent interpersonal and overall human relations skills, including oral and written communications; ability to provide effective supervision of the entire school program and make critical decisions to assure the most effective school program; ability to provide the Board of Education with short and long-range planning recommendations regarding general school operations.

V. Position Responsibilities:

- A. Serves as chief executive officer of the Board of Education responsible for implementing Board policies in a fair, firm and decisive manner; informs and advises the Board of

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Education in a manner that allows the Board of Education to experience the most productive deliberations and to make effective decisions.

- B. Provides expertise in staff leadership and development and works effectively with administrators, teachers, and other school personnel, parents, and interest groups in developing, implementing, and evaluating the best possible educational program for all students.
- C. Provides supervision and coordination of all administrative services directly through central office administrators and indirectly through the principals. Realigns and/or reassigns administrative roles and duties when deemed necessary for most effect school management.
- D. Provides leadership and professional counsel to the Board of Education in overall staff-management relations and labor contract negotiations.
- E. Provides the Board of Education with information and recommendations needed to plan for the orderly development of the total school program and school facilities.
- F. With the assistance of administrative staff, interprets the local, state, and federal school financial aids to the Board of Education and advises the Board on financial planning and allocation of school funds.
- G. Interprets, with the help of legal counsel, school law and legal issues to the Board of Education and staff and advises the Board of Education accordingly.
- H. Supervises and is accountable for all district reports to the Board of Education, Department of Public Instruction, local, state, and federal agencies.

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