

GENERAL ADMINISTRATION
Administrative Organization and Roles
Superintendent of Schools

Policy 1720

The Superintendent is the chief administrative officer of the School District. The Superintendent, under the direction of the Board is responsible for the general supervision of the schools and all School District personnel. The Superintendent is the chief executive officer of the Board and shall be responsible to the Board for the execution of the policies, rules and regulations and directives given by the Board.

Qualifications of the Superintendent of Schools

The Superintendent shall hold Missouri Teacher's and Superintendent's Certificates and have prior teaching experience. Prior experience as a school administrator is desirable.

Terms of Employment

Twelve month year. Salary and work year to be established by the Board.

GENERAL ADMINISTRATION
Administrative Organization and Roles
Authorized Representative

Policy 1721

The School District Superintendent is the authorized representative and signature for all official matters pertaining to the School District.

GENERAL ADMINISTRATION
Administrative Organization and Roles
Superintendent's Contract

Policy 1722

The Superintendent of Schools may be employed by the Board of Education for a term of from one (1) to three (3) years. The terms of the Superintendent's employment will be contained in a written contract signed by the Superintendent, the Board President and the Board Secretary. During the term of the Superintendent's contract, the amount of compensation and benefits provided in the contract may not be changed.

GENERAL ADMINISTRATION
Administrative Organization and Roles
Evaluation of the Superintendent

Policy 1723

The Board of Education will evaluate the performance of the Superintendent in or by February in each contract year. The Superintendent's evaluation will be based, in part, upon the Superintendent's annual goals provided to the Board of Education.

GENERAL ADMINISTRATION
Administrative Organization and Roles
Termination of Superintendent

Policy 1724

The employment of the Superintendent terminates upon expiration of the Superintendent's contract. The decision to extend the Superintendent's contract or to deny such extension lies in the total discretion of the Board.

In addition, and as provided in the Superintendent's employment contract, the Superintendent's contract may be terminated by mutual consent, termination for cause, or death or incapacity.

GENERAL ADMINISTRATION
Administrative Organization and Roles
Superintendent of Schools

Regulation 1720

1. Attend and participate in all meetings of the Board, except when his/her own employment status is being considered.
2. Formulate and present for Board action policies, plans, programs and proposals for curriculum revision with full information which will assist the Board in making fully informed decisions. Short and long term educational goals shall be presented along with regular population studies.
3. Enforce all provisions of applicable municipal, state and federal laws, policies and regulations of the Board of Education, make recommendations for any changes of policy or regulation which may be needed.
4. Make recommendations for the employment, promotion, assignment, transfer, or dismissal, of any school employee in accordance with school policy.
5. Prepare, or direct the preparation of, the annual School District budget for the Board's consideration and action.
6. Administer the budget as approved by the Board and interpret it to the community.
7. Conduct a program of public relations which will keep the community fully informed of the activities, successes and needs of the School District. The Superintendent shall maintain a cooperative working relationship between the School District and the community by regularly attending community and school activities.
8. Initiate citizen committees which includes professional consultants to act in an advisory capacity in areas such as curriculum, government programs, school projects, research, school finance and evaluations subject to the Board's approval.

9. Respond to situations requiring discretion because they are not covered by Board existing policies, reporting the action to the Board as soon as possible thereafter.
10. Assist the Board in fulfilling its legislative function for the schools in an efficient and just manner.
11. Assume direct operational responsibility for all duties and responsibilities not specifically assigned to an assistant Superintendent, director, or others.
12. Maintain accurate up-to-date records and reports as required by law, the Missouri Department of Elementary and Secondary Education, and/or the Board.
13. Provide an orientation program for new Board members and inform Board members of conferences, workshops and other meetings that will assist them in their duties and responsibilities.
14. Provide an agenda to Board members prior to all regular Board meetings, with appropriate background information.
15. Provide leadership for all School District personnel which encourages team effort to provide quality education and services.
16. Supervise and evaluate central office administrative personnel and all principals, making annual recommendations to the Board for administrative employment and compensation.
17. Resolve student disciplinary problems resulting from principals' referrals.
18. Serve as spokesperson for the Board team in discussions with the representative teacher organization.
19. Perform other duties as may be assigned by the Board of Education or as may be required to implement the policies and regulations of the Board of Education.

GENERAL ADMINISTRATION
Administrative Organization and Rules
Superintendent Evaluation Form for use by Board and/or Administrators

Form 1723

SUPERINTENDENT EVALUATION FORM

Place the number that best described the frequency with which the Superintendent demonstrates each performance criterion in the appropriate blank. Please fill in all blanks. You may, but are not required to, make comments in the space following each criterion.

- 5 – Always
- 4 – Usually
- 3 – Sometimes
- 2 – Seldom
- 1 – Never

LEADERSHIP

- ___ 1. Works with Board and District administrators to establish appropriate goals for the District.
- ___ 2. Provides positive direction and leadership for central office and building administrators.
- ___ 3. Coordinates District operations (personnel, finance, facilities, support systems, resources, transportation, etc.) for the effective delivery of instruction.
- ___ 4. Promotes and maintains a positive attitude/climate in the District.

MANAGEMENT

- ___ 5. Provides for effective and efficient day-to-day operation of the District.
- ___ 6. Ensures that District facilities are conducive to positive learning.
- ___ 7. Recommends appropriate effective District policies.
- ___ 8. Effectively communicates and implements District policies.
- ___ 9. Includes central office and building administrators in decision-making process.
- ___ 10. Facilitates, and provides coaching for, the development of administrative and educational skills.
- ___ 11. Facilitates, and provides leadership for, curriculum selection, staff development, and instructional implementation.

COMMUNICATION

- ___ 12. Conducts appropriate direct (oral and written) communication with the Board, employees, parents, and community members.
- ___ 13. Effectively shares information with, and provides appropriate clarification to, employees, parents, and patrons.
- ___ 14. Effectively communicates performance expectations to administrators and other staff.
- ___ 15. Develops positive professional relationships with District personnel.
- ___ 16. Demonstrates positive relationships with patrons/community.

___ 17. Is receptive to constructive and/or alternative suggestions.

PROBLEM-SOLVING

___ 18. Demonstrates effective problem-solving and decision-making skills.

___ 19. Gathers and uses complete and appropriate information in the decision-making process.

___ 20. Identifies and resolves key problems within the District.

PLANNING

___ 21. Facilitates the District planning process.

___ 22. Plans for District needs with respect to both immediate and long-term needs.

___ 23. Clearly communicates the strategic goals of the District and integrates the work of the District toward achieving the goals.

___ 24. Provides direction, support, and resources to achieve the goals.

PROFESSIONAL STANDARDS

___ 25. Acts with integrity and promotes a high standard of ethics.

___ 26. Participates in professional growth opportunities.

___ 27. Treats people fairly with dignity and respect.

___ 28. Follows through on commitments.