

Fargo Public School District Position Description

Position Title: Superintendent

Department: Administration

Reports To: School Board

Revised: December 2017

TERMS OF EMPLOYMENT:

The Board of Education shall appoint the Superintendent. If, at any time in the opinion of the majority Board finds the Superintendent services are unsatisfactory, he/she shall be given notice in writing in accordance with NDCC 15.1-14 that at the expiration of the annual contract, his/her services will not be retained.

SUMMARY of Desired Qualities:

- Possesses strength, humility and resilience when dealing with difficult decisions, strong opinions and pressure from different constituencies
- Inspires trust, projects optimism and models high standards of integrity and personal performance
- Is a strong communicator with excellent speaking, listening and writing skills who is able to develop and communicate a vision of quality education
- Possesses exceptional people skills and the ability to deliver and receive feedback
- Strongly committed to a “student first” philosophy in all decisions
- Is able to work collaboratively with all board members and staff
- Is able to build consensus and commitment among individuals and groups with emphasis on student, community and parental involvement
- Is able to proactively work with federal, state and local elected government officials
- Is able to delegate authority appropriately while maintaining accountability
- Has knowledge of and successful experience in sound fiscal practices and management of district resources, including appropriate participation of others in planning and decision-making
- Is able to lead a large organization dedicated to goals of continuous improvement, while developing both short and long range goals and strategic plans
- Promotes a positive and professional environment for district employees and the Board of Education and motivates students and staff to achieve
- Has knowledge of and ability to implement academic best practices and is familiar with educational policy, reform, innovation and trends
- Is focused on enhancing student performance, especially in identifying and closing or narrowing the gaps in student achievement, particularly respecting differentiated instruction and diverse learning styles
- Understands and values diversity in all forms

JOB GOAL: To mobilize and coordinate all available resources in the development of an educational program designed to provide quality education for all students within the guidelines established by the Board of Education.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- In accordance with NDCC 15.1-14
 - Supervise the general operation of the school district
 - Supervise the provision of education to students
 - Visit the schools of the district
 - Supervise school personnel
 - Prepare and deliver reports requested by the Board of the district
 - Perform any other duties requested by the Board.
- Serve as the executive officer of the Board of Education charged with the responsibility for implementing the policies of the Board. The Superintendent shall help prepare the agenda for each meeting, shall attend all meetings, except during the time when his/her contract is under consideration, and participate in all deliberations of the Board.
- Administer the development and maintenance of a positive educational program designed to meet the needs of the community in conformity with the adopted policies of the Board, such rules and regulations of the Department of Public Instruction as may apply, and in accordance with state law.
- Initiate matters of educational policy, make definite recommendations thereon and keep abreast of the best educational developments and advice regarding changes in policies.
- Conduct a continuous study of the development and needs of the schools and keep the Board and public adequately informed concerning the findings.
- Assist the Board in developing a clear statement of goals and communicate goals and objectives to the staff and community.
- Establish plans to carry out the goals identified by the Board in a manner designed to minimize problems and move the district forward.
- Develop administrative principles and procedures for implementing Board policies.
- Provide a continuous appraisal of all policies originating with the Board of Education and keep the Board fully and regularly informed as to the effectiveness of the operation of existing policies.
- Responsible for the assignment of all instructional and non-instructional personnel and for recommending employees for appointment, promotion or dismissal in accordance with the policies of the Board.
- Delegate to other employees the responsibility and authority to fulfill assignments correctly while retaining the final responsibility for the actions taken by those employees.
- Systematically evaluate the administrative personnel directly under his/her jurisdiction.
- Maintain good working relationships with the total staff and open lines of communication with employee groups as well as individual employees.

- Make recommendations for acquisition of building sites and the buildings to be constructed thereon.
- Responsible for the nature, quality and evaluation of instruction.
- Responsible for the business management of the system, including the preparation and administration of the budget.
- Responsible for the operation and maintenance of all school properties.
- Responsible for general personnel management.
- Responsible for effective staff development.
- Responsible for the pupil accounting system.
- Responsible for research projects within the schools.
- Make all discretionary decisions according to Board policy as they are needed for the good operation of the school system.
- Responsible for a program of public information so that the community may be kept informed of significant educational developments.
- Assist individual Board members in acquiring knowledge regarding the district operation and goals and ensure all questions and requests for information by the Board are answered expediently.
- Keep abreast of all state and national legislative matters affecting the district and represent or delegate the representation of the district before the North Dakota Legislature and its committees in an effort to encourage laws promoting the welfare of the students of the district.
- Maintain membership and active participation in professional groups designed to promote the general goals of education.
- Participate in community affairs in both school and non-school activities and cooperate with other community agencies.
- Develop and maintain long-range plans of the district's financial position, facilities and programs.
- Assist the Board in all matters pertaining to the general welfare of the school system and perform such other duties as the Board may determine.

SUPERVISORY RESPONSIBILITIES:

Directly supervises the employees identified in the organizational chart as affirmed by the School Board and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

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

Doctoral degree or higher from an accredited college. Graduate studies in administration with course work concentration in either elementary or secondary education. At least five years of successful experience in upper level administration in education is desired. Be established as an educational leader in the profession, possess qualities of professional

and civic leadership, be of good character and moral repute, have demonstrated by suitable experience that he/she is capable of leading a staff and community in a continuous program of school improvement.

CERTIFICATES, LICENSES, REGISTRATIONS:

North Dakota Teacher's certificate/Superintendent's certificate required.

LANGUAGE SKILLS:

The Superintendent must have:

Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals.

Ability to effectively present information and respond to questions from groups employees and the general public.

MATHEMATICAL SKILLS:

The Superintendent must have:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of budgetary analysis.

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

The Superintendent must have:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

The Superintendent must have:

Ability to apply knowledge of current research and theory in specific field.

Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication.

Ability to perform duties with awareness of all district requirements and Board of Education policies.

Technology competence.

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 sit, talk, and hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

Some driving is required. Frequent writing is required. Some extended hours and multiple demands from several people are frequently required of the employee.

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 quiet.

EVALUATION: Job performance is evaluated in accordance to North Dakota State Century Code guidelines by the Fargo School Board.

Information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

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