

JOB DESCRIPTION

Kansas City, Kansas Public Schools

TITLE: Superintendent of Schools

JOB GOAL: Lead and manage an aligned system designed to achieve the vision, goal and mission of the school district.

ESSENTIAL FUNCTIONS:

- Serves as the educational leader and chief executive officer of the school district.
- Communicates the district's vision to staff, students and community.
- Establishes a District Continuous Improvement Plan with input from a variety of stakeholders that ensures collaborative goal setting for achievement, and instruction aligned to board priorities.
- Recommends to the board policy and alignment of budgetary resources designed to achieve the District Continuous Improvement Plan and department Action Plans.
- Ensures data are analyzed, interpreted and used to regularly monitor and reports progress to the board and community.
- Ensures a clear vision regarding the district's instructional model supported by the district's guaranteed viable, standards-based curriculum, including a system of supports for school leaders, classroom teachers, and support staff.
- Ensures district and school leaders provide clear ongoing evaluation of performance of all employees consistent with student achievement and operational data.
- Ensures that all personnel are provided job-embedded professional development directly related to growth plans.
- Establish procedures to ensure a safe learning environment.
- Establish procedures for the preparation of the annual district budget.
- Establish procedures ensuring sound fiscal responsibility and practice.
- Manages the organization, operations, instructional programs, and initiatives.
- Evaluates and makes recommendations to the Board regarding capital improvements and strategies to address the needs.
- Oversees the operations and management of the public library system.

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- Is recognized as a leader, highly visible in the schools, involved with business and community organizations, fosters the development of relationships and partnerships with community, business, and state and federal educational organizations and agencies.
- Other duties required by the Board of Education.

Supervisory Responsibilities:

- Ultimately the superintendent is responsible for all facets of the school district. In order to accomplish this responsibility, the superintendent develops an organizational structure, responsibility and authority for the administration and supervision of departments, schools and programs.

Qualifications:

- Meets the employment qualifications set forth by the Kansas City, Kansas Board of Education and the Kansas State Department of Education.
- Earned Doctorate preferred (emphasis in education related field preferred, but not required).
- Three years as a teacher preferred.
- Three years as a building administrator preferred.
- Three years as a district wide administrator preferred.
- A commitment to academic excellence for all students.
- High degree of knowledge of effective instruction.
- Knowledge and appreciation of diverse populations within schools and community.
- Excellent leadership and organizational skills.
- Ability to supervise, evaluate and direct others.
- High degree of integrity and fairness.
- Excellent oral and written communication skills.
- Maintain professional attitude with students, families and staff.
- Must reside in the school district.

**KANSAS CITY
PUBLIC SCHOOLS**

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COMMUNICATION / ORGANIZATION: Maintains communication with school personnel, and parents/guardians to enhance cooperative action which will meet the educational needs of students. Utilizes existing technology effectively in the performance of duties.

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

LANGUAGE SKILLS: Ability to read, analyze and interpret professional journals, technical procedures, governmental regulations, and school policies. Ability to write well in the areas of curriculum, learning theories, correspondence, and protocols. Ability to effectively present information and respond to questions from groups of administrators, staff, parents, students, and the general public. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment.

Functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; curriculum process; program planning and development; and learning styles and curriculum models. Independent problem solving is required to analyze issues and create action plans.

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, walk, stand, talk and hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

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

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made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Is directly responsible for students' safety, work output and well-being.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to lead the instructional programming of the district. Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clear and concisely in written or oral communication.

TERMS OF EMPLOYMENT: 261 Days

REPORT TO: Board of Education

SALARY: Established by Board of Education

FLSA STATUS: EXEMPT

EVALUATION: Performance will be evaluated by the Board of Education in accordance with the provisions of Board policy on Evaluation of Professional Personnel.

Signatures

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

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