

SCHOOL DISTRICT OF MARION COUNTY
JOB CLASSIFICATION DESCRIPTION

DISTRICT SCHOOL SUPERINTENDENT

POSITION SUMMARY: A Superintendent of Schools should work with the School Board to create a vision for the future and then work to communicate it effectively internally and externally, and focus on its implementation.

EDUCATION:

1. Master's degree in Education, Business, Communications, Public Relations, or related field. Doctoral degree preferred.

EXPERIENCE:

1. Minimum of five (5) years of documented successful leadership experience, as determined and verified by the appointing local School Board. Examples include, but are not limited to, for profit or not for profit organizations, state agencies, business, industry, K – 12 education – district level senior/executive leadership, higher education or law, senior leadership position such as CEO, Commissioned/Noncommissioned Officers.
2. Demonstrated track record of success required in:
 - a) Leading multiple strategic initiatives simultaneously.
 - b) Coalition and relationship building across a diverse group of stakeholders.
 - c) Leading significant cross-functional initiatives in diverse and complex organizational settings.
 - d) Leading in an achievement-oriented and fast-paced environment.
3. Experience working directly with elected officials, superintendents, executive cabinet leaders, school board members, city managers, non-profits or community representatives, strongly preferred.

ALTERNATIVE:

1. A combination of formal education, training, and experience that demonstrates expertise in leadership and management at a significant level of responsibility in a complex organization is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Must be a dynamic communicator.
2. Demonstrate effective school concepts and principles.
3. Knowledge of state-of-the-art research and proven best practices in K-12 education or corporate industrial standards.
4. Understands principles and concepts for continuous improvement.

5. Familiarity with statutory and regulatory requirement in areas of school budget and finance, educational facilities, and human resources.
6. Creation and implementation of a district strategic plan and the ability to monitor the progress over a five-year period.

Has the ability to:

1. Supervise people.
2. Communicate a vision to staff and the public as well as oversee its implementation.
3. Plan and present information to the public.
4. Manage programs and progression plans.
5. Coordinates and conducts various size groups using facilitative leadership skills.
6. Analyze, interpret, and use data in decision-making.
7. Understand the Course Code Directory and Florida Statutes.
8. Balance several job functions at one time and work under a heavy workload in a growing school district.
9. Work cooperatively while establishing working relationships with School Board members, school personnel, community, and local/state agencies.
10. Communicate effectively, both in orally and in writing.
11. Analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement.
12. Use all resources to facilitate sound decision-making practices while gathering information from multiple resources.
13. Listen and facilitate sound decision-making while having the vision and foresight of knowing the impact of decisions made.
14. Advocate with state legislatures regarding educational issues and policies.

This position requires excellent interpersonal skills as well as strong written and verbal communication skills.

REPORTS TO:

1. School Board

PERFORMANCE EVALUATION AREAS:

1. VISION, CULTURE, & INSTRUCTIONAL LEADERSHIP: The Superintendent leads the district by promoting the success of all students, articulating a vision of learning, developing a positive school climate, and demonstrating best practices in instructional programs and staff professional development.
2. OPERATIONS, RESOURCE, & PERSONNEL MANAGEMENT: The Superintendent demonstrates the knowledge, skills, and ability to effectively manage operations that promote a safe and effective environment for students and staff, ensure the fiscal health of the district, and implement sound personnel practices.

3. BOARD GOVERNANCE & POLICY: The Superintendent works effectively with the board of education, exhibits a shared understanding of School Board and Superintendent roles, leads, and manages the district consistent with Board Policies, and demonstrates the skills to work effectively with the board.
4. COMMUNICATION & COMMUNITY RELATIONS: The superintendent establishes effective communication with students, parents, staff, and community, and has the knowledge and awareness of different cultures among all community members to effectively engage and respond to diverse interests and needs that support the success of all students.
5. ETHICAL LEADERSHIP: The superintendent promotes the success of every student and every staff member by acting with integrity, fairness and in an ethical manner.

PHYSICAL REQUIREMENTS:

1. Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

PHYSICAL ACTIVITIES:

1. Sitting - Resting with the body supported by the buttocks or thighs.
2. Standing - Assuming an upright position on the feet particularly for sustained periods of time.
3. Sitting - Resting with the body supported by the buttocks or thighs.
4. Standing - Assuming an upright position on the feet particularly for sustained periods of time.
5. Walking - Moving about on foot to accomplish tasks, particularly for long distances.
6. Climbing - Ascending or descending stairs, ramps, etc. Using feet and legs and/or hands and arms.
7. Balancing - Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
8. Bending - Lowering the body forward from the waist.
9. Stooping - Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
10. Kneeling - Bending legs at knee to come to a rest on knee or knees.
11. Crouching - Bending the body downward and forward by bending leg and spine.
12. Twisting - Moving body from the waist using a turning motion.
13. Reaching - Extending hand(s) and arm(s) in any direction.
14. Grasping - Applying pressure to an object with the fingers and palm.
15. Repetitive Motion - Substantial and continuous movements of the wrists, hands, and/or fingers.

16. Hearing Acuity - The ability to perceive speech and other environmental sounds at normal volume levels.
17. Visual Acuity - The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS:

1. Indoors/Outdoors - The worker is subject to both environmental conditions. Activities occur inside and outside.
2. Noise - The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.

TERMS OF EMPLOYMENT:

1. Salary and benefits shall be paid consistent with the terms of the contract.
2. Length of the work year and hours of employment shall be as needed to complete the job.
3. This position may be required to work beyond a 40-hour work week on an as-needed basis.
4. Classification: Administrative, Managerial, Confidential
5. Must become and maintain an active membership with the Florida Association of District School Superintendents.
6. Must Complete the Superintendent Special Certification Program through FADSS within the first 4 years of employment.

EVALUATION:

1. Performance of this job will be evaluated annually per Board policy and the Contract.

BOARD APPROVED: June 25, 2019