

BESSEMER CITY SCHOOLS

- TITLE:** Superintendent of Schools
- QUALIFICATIONS:**
1. Must hold a valid teacher's certificate with Alabama certification in administration.
 2. Must have at least 3 or more years of proven `successful superintendent or assistant superintendent experience in public schools preferred.
 3. Alabama law requires the superintendent be chosen for general fitness and character and that he or she be knowledgeable in public school administration.
 4. Must hold at least a master's degree from a recognized four-year college or university and such other minimum qualifications as may be established by statute or the State Board of Education.
- DESIRED TRAITS:** The Bessemer City Board of Education is seeking a leader with strong interpersonal and leadership skills to manage the system effectively and efficiently with the following skill set:
- Possess strong organizational skills
 - Possess strong financial management skills and experience
 - Possess strong analytical and problem-solving skills and can make data driven decisions
 - Has the ability to work with people who have varied backgrounds and interests
 - Has the ability to evaluate personnel and programs effectively
 - Committed to long range planning
 - Ability to improve attendance, behavior, and moral
- REPORTS TO:** Board of Education
- SUPERVISES:** Directly or indirectly over sees supervision of system employees.
- JOB GOAL:**
- To inspire, lead, guide, and direct every member of the administrative, instructional, and supportive services teams in setting and achieving the highest standards of excellence.
- To ensure that each and every student enrolled in our system may be provided with a complete, meaningful, and personally rewarding education.
- To oversee and administer the use of all district facilities, property, and funds with efficiency and effectiveness, and concern for their impact upon each individual student's education.

PERFORMANCE RESPONSIBILITIES:

1. Attends and participates in all meetings of the Board and its committees, except when own employment or salary is under consideration.
2. Serves as ex officio member of committees.
3. Functions as the chief school executive, including the development and maintenance of a positive educational program designed to meet the needs of the school system and to carry out the policies of the Board.
4. Collaborates with the Board on the need for new or revised policies and sees ensures that all policies of the Board are implemented effectively.
5. Prepares and submits to the Board written recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to ensure informed decisions by the board.
6. Acts with discretion if emergency action is necessary in making any matter not covered by Board policy and reports such action to the Board as soon as practicable and recommends policy changes in order to provide guidance in the future.
7. Reports to the Board such matters as deemed material to the understanding and proper management of the schools or as the Board may request.
8. Supervises the implementation of all laws, regulations, and Board policies.
9. Makes all administrative decisions within schools necessary to the proper function of the school district.
10. Conducts a periodic audit of the total school program and advises the Board on recommendations for the educational advancement of the schools.
11. Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools.
12. Oversees the timely revisions of all curriculum guides and courses of study.
13. Prescribes rules for the classification and advancement of students and for the transfer of students from one building to another in accordance with published policies.
14. Assigns and defines the duties of all personnel subject to Board approval.
15. Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
16. Maintains directly or through delegation such personnel records, pupil accounting records, business records, and other records which are required by law and by Board policy.
17. Files or causes to be filed, all reports required by the state and the school code.
18. Makes recommendations to the Board concerning the transportation of pupils in accordance with the law and safety requirements.
19. Attends or delegates a representative to attend all meetings of municipal agencies in matters

pertaining to the public school system that appear on the agenda or are expected to be raised.

20. Attends such conventions and conferences as are necessary to keep abreast of latest educational trends with Board approval.
21. Establishes and maintains a program of public relations to keep the public well informed of the regulations, educational activities and needs of the school district affecting a wholesome and cooperative working relationship between the schools and the community.
22. Performs such other tasks as may from time to time be assigned by the Board.

TERMS OF EMPLOYMENT: Salary and work year to be arranged with the Board through contractual agreement.

The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.