

SUPERINTENDENT

DEFINITION

To serve as the chief executive officer of the board of trustees, and under its direction the superintendent is responsible for the total planning, implementation, and management of the district.

SUPERVISION RECEIVED AND EXERCISED

Receives authority from the board of trustees as its chief executive officer.

Exercises direct supervision over 7-12 site principals, associate superintendents, chief financial officer, and other immediately subordinate certificated and classified staff. Provides day-to-day direction to general counsel. Exercises indirect district-wide supervision.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Serve as the chief executive officer of the board of trustees and chief administrative officer of the district.

Recommend, to the board of trustees, on matters of policy; develop administrative regulations to implement statutory requirements and policies of the board; and execute the policies of the board.

Organize the district in conformity with appropriate board policies and administrative regulations, and direct its administrative staff in such a way as to best serve the school district and its students.

Establish priority goals and objectives for the district through cooperative efforts with the community, board of trustees, and staff, and provide continuous evaluation of progress toward achievement of these goals and objectives.

Direct the development and administration of the district budget as the fiscal plan for the implementation of district goals and objectives.

Direct staff in planning, organizing, developing, implementing, and evaluating the educational and operational programs of the district.

Make long- and short-range studies and project future needs of the district and its schools, including the acquisition of new buildings and grounds, and the adjustment of district attendance boundaries.

Direct the development of agendas for meetings of the board of trustees, attend board meetings, act as secretary to the board, make recommendations to the board, and participate in deliberations of the board.

Sweetwater Union High School District
Superintendent (Continued)

EXAMPLES OF DUTIES

Select and assign all employees of the district subject to the approval of the board of trustees, and determine that each employee of the district, in a position requiring certification qualifications, has a valid certificated document registered as required by law authorizing the service to which assigned.

Provide for inservice training, general supervision, and evaluation of all personnel and give direct supervision and evaluation to principals, cabinet members, and other staff members who report directly to the superintendent.

Serve as chief public relations officer, maintain and implement an effective public relations program, and represent the board of trustees and the district in contacts with students, parents, community, governmental, and other agencies and organizations.

MINIMUM QUALIFICATIONS

Qualifications necessary to meet the legal requirements to hold the position.