

JOB DESCRIPTION

- TITLE:** SUPERINTENDENT OF SCHOOLS
- QUALIFICATIONS:**
1. Holds a degree from an accredited four-year college or university.
 2. Successful educational experience as a teacher, principal, and/or supervisor with a broad range of administrative experience in elementary and secondary settings before his/her appointment.
 3. Appropriate Alabama certificate in educational administration, as required for superintendents of City Boards of Education.
 4. Technology literate.
 5. Ability to perform essential functions of the position.
 6. Must participate in a background check and subsequently meet the “suitability for employment” requirement.
 7. Possess knowledge of school financial procedures
 8. Such alternatives to the above qualifications as the Board may find appropriate and necessary.
- REPORTS TO:** Board of Education
- SUPERVISES:** All administrative and supervisory personnel of the district, directly or indirectly, and every district employee.
- JOB GOAL:** To provide leadership in developing and maintaining the best possible educational programs and services.
- ESSENTIAL FUNCTIONS:**
1. Attends and participates in all meetings of the Board and its committees.
 2. Serves as chief executive officer and secretary of School Board.
 3. Serves as ex-officio member of committees.
 4. Administers as chief school executive, the development and maintenance of a positive educational program, and carries out the policies of the Board.
 5. Advises the Board on the need for new or revised policies and sees that all policies of the Board are implemented.
 6. Prepares and submits to the Board 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 the making of informed decisions.

7. Acts on own discretion if emergency action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy to provide guidance in the future.
8. Informs and advises the Board about the programs, practices, and problems of the schools, and keeps the Board informed of the activities operating under the Board's authority.
9. Supervises the carrying out of all laws, regulations, and Board policies.
10. Makes rules and gives instructions to school employees and students as it may be necessary to implement Board policy.
11. Delegates at own discretion to other employees of the Board the exercise of any powers or the discharge of any duties necessary for the effective operation of the schools.
12. Formulates school objectives, policies, plans, and programs; prepares (or causes to be prepared) and presents facts and explanations necessary to assist the Board in its duty of legislation for the schools.
13. Conducts a periodic audit of the total school program, and advises the Board on recommendations for the educational advancement of the schools.
14. Oversees the timely revisions of all curriculum guides and implementation of the courses of study as mandated by the State of Alabama Department of Education.
15. Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees; and receives from employees' communications to be made to the Board.
16. Recommends for employment and/or dismissal of the employees of the Board as per Board Policy and Alabama Code.
17. Assigns and transfers employees as the interest of the district may dictate, and reports such action to the Board for information and record.
18. Requires employees of the district to attend meetings as are necessary to carry out the educational program of the district.
19. Approves vacation schedules for salaried district employees.
20. Suspends any employee for just cause, and reports such suspension to the Board.
21. Reports to the Board the case of any employee whose service is unsatisfactory, and recommends appropriate action.
22. Directs the preparation of the annual budget for adoption by the Board and administers the budget as

- enacted by the Board, acting at all times per legal requirements and adopted Board policies.
23. Works with the CSFO to establish and maintain efficient procedures and effective controls for all expenditures of school funds per the adopted budget.
 24. Acts as a purchasing agent for the Board, and establishes procedures for the purchase of books, materials, and supplies.
 25. Provides suitable instructions and regulations to govern the use and care of school properties as per Board Policy.
 26. Oversees the processing and submission of required reports.
 27. Supervises, directly or indirectly, the transportation of pupils in accordance with the law and the requirements of safety.
 28. Makes recommendations regarding the location and size of new school sites, additions to existing sites, and the location and size of new buildings on school sites. Makes recommendations for all plans for new school buildings. Makes recommendations for appropriations for sites and buildings, improvements, alterations, and changes in the buildings and equipment of the district.
 29. Build and maintain relationships with other school systems, institutions, agencies, community organizations, various stakeholders, as well as local, city, and state government leaders.
 30. Keeps informed of current educational thought and practices by visiting school systems elsewhere, attending educational conferences, and other appropriate means, and keeps the Board informed of trends in education.
 31. Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the schools and the community.

EVALUATION: According to the terms of the contract.

TERMS OF EMPLOYMENT: Twelve months. Salary to be negotiated with the Board.

APPLICATION PERIOD: March 1 - March 30, 2020

Please go to the Jacksonville City schools website jcsboe.org to complete application