

Job Vacancy

**Date of Posting**: September 14, 2018

**Job Title**: **Superintendent of Schools**

**Reports to:** The Board of Education

Supervises: Directly or indirectly, all system employees

**Job Goal:**

***To inspire, lead, guide and direct every member of the administrative, instructional and supportive services team in setting and achieving the highest standard of excellence, so that each individual student enrolled in our system may be provided with a complete, valuable, meaningful and personally rewarding education.***

***Further, to oversee and administer the use of all district facilities, property and funds with a maximum of efficiency in an ever-present, overriding concern for their impact upon each individual student’s education.***

**Qualifications:**

* A Master’s degree from an accredited college or university required; earned Doctorate preferred.
* Hold an Alabama certification in administration and supervision
* A valid superintendent-principal’s certification issued by the State Board of Education
* Experience in teaching and school administration totaling at least ten (10) years.
* Must be bondable.
* Such alternatives to the above qualification as the Board may find appropriate and acceptable.

**Required Knowledge, Skills and Abilities**

* The successful candidate must be a strong educational leader;
* Ability to communicate effectively in written and verbal forms.
* Ability to place responsibilities in a priority order.
* Skills in setting long and short term goals.
* Knowledge of group dynamics and group processes.
* Knowledge of federal and state law relative to education.
* Physical ability and dexterity to visit school sights and work areas for decision making relative to maintenance, construction and problem situation.

In addition, the successful candidate will also demonstrate or possess:

* General fitness and character appropriate to this important position, including high moral standing and personal integrity;
* A passion for student achievement and learning.

**Performance Responsibilities**

* Attends and participates in all meetings of the Board and the committees, except when own employment or salary is under consideration.
* Advises the Board on the need for new and/or revised policies and see that all policies of the Board are implemented.
* Manages the day-to-day operations of the districts as its Chief Executive Officer, including implementing and monitoring policies, plans, procedures, programs and systems to achieve a clearly defined and desired results in major areas of district operations including but not limited to academic achievement, safe schools operation, excellent classroom discipline, excellent extra-curricular activities and ensuring non-discrimination in compliance with the district’s non-discrimination policy.
* Submitting accurate reports as required by the state or federal laws, rules and regulations.
* Assuming administrative authority and responsibility for the assignment, supervision and evaluation of al personnel in the district;
* Secures and recommends for employment the best qualified and most competent teachers and supervisory and administrative personnel.
* Reports to the Board the case of any employee whose service is unsatisfactory and recommends appropriate action.
* Communicates with the Board and Board Attorney concerning legal matters which could lead to litigation.
* Suspends any employee for just cause and reports such suspension to the Board.
* Recommends to the Board for final action of promotion, salary changes, demotion or dismissal of any employee.
* Studies and revises, together with the staff, all curriculum guides and courses of study, on a continuing basis.
* Recommends to the Board for its adoptions of all courses of study, curriculum guides and major changes in texts and time schedules to be used in the schools.
* Hold meetings with teacher and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
* Makes all administrative decisions with the school necessary for the proper function of the school district.
* Keeps informed of modern educational thoughts and practices by advanced study, visiting other school systems, attending educational conferences, and by other appropriate means and keep the Board informed of trends in education.
* Delegate at own discretion to other employees of the Board the exercise of any powers or the discharge of duties with the knowledge that the delegation of power or duties does not relieve the superintendent of final accountability for the action taken under such delegation.
* Maintain adequate records for the school, including a system of financial accounts; business and property records; and personnel, school population, and scholastic records. Acts as a custodian of such records and of all contracts, securities. Documents, title papers, books of records and other papers that belong to the Board.
* 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 insure the making of informed decisions.
* Inform and advises the Board about programs, practices and problems of the schools, and keeps the Board informed of the activities operating under the Board authority.
* Schedule Special Call Meetings when needed.
* Attends or delegate a representative to attend all meetings of municipal agencies at which matters pertaining to the public school appear on the agenda or are expected to be raised.
* Make recommendation to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety.
* Maintains and fosters positive and professional working relationships with all aspects of the community.
* Performs any other duties that may be assigned by the Midfield Board of Education**.**

**Term of Employment:**

The Board will negotiate length of contract, salary and benefits with the Superintendent.

**Evaluation:**

Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on the AASB Evaluation Tool.

**Application Process:**

Applicants must submit their application through the Teach in Alabama website at: [www.alsde.edu](http://www.alsde.edu).

**Send application along with a current Resume in a sealed envelope to:**

**Mr. Donald B. Sweeney, Jr.**

**Bradley Arant Boult Cummings, LLP**

**One Federal Place**

**1819 5th Avenue North**

**Birmingham, Alabama 35203**

(Please indicate on the envelope Superintendent Search)

**Application must be completed and transcripts received by October 26, 2018**

**Notice will be posted for 30 days or until filled.**

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