

JOB DESCRIPTION FOR FOLEY PUBLIC SCHOOLS

JOB TITLE: SUPERINTENDENT

JOB SUMMARY: The superintendent of schools is the chief administrative officer of the school district and is the professional advisor of the school board and accountable directly to the board. The superintendent is responsible for guiding and directing all operations and activities of the school system and for informing the board of the needs relating to current and future operations of the district. The superintendent shall recommend policies to the board and when adopted by the board shall be responsible for implementing, interpreting, and executing these policies.

REPORTS TO: School Board

LOCATION: District Office

MAJOR JOB DUTIES:

1. Provide leadership for the district's educational, staff development, and curriculum programs to provide the best learning environment for all students and promote academic achievement.
2. Inform and advise the school board about programs, practices, and problems of the district and keeps the board informed of all activities operating under the board's authority.
3. Responsible for preparation of Board meeting agendas, presentations, and materials, and serves as the Board's chief executive officer.
4. Define educational needs of the district to the school board, recommending need for new or revised policies and staffing recommendations for board decisions.
5. Act as a liaison between the general community and the school district including business, civic and community organizations. Answers questions and responds to concerns of parents, citizens, staff, and students to increase understanding of policies and practices and to keep them informed and involved with school activities.
6. Oversee all financial operations of the district. Along with the director of finance and other resources, be responsible for the preparation, presentation, and recommendations of various budgets to the school board as well as ongoing monitoring of the budget and schools finances.
7. Leads negotiations with licensed and non-licensed staff, and administers negotiated contracts.
8. Interpret staff proposals to the board and recommend adjustment of employee policies and salary structures.
9. Institute and update a comprehensive strategic planning process, including short-term and long-term, district, and instructional goals.
10. Supervises and coordinates the activities of the administrative staff.
11. Establish and maintains good relationships with agencies and personnel outside the district in order to promote the best interest of the district through relationships with legislators, other superintendents, and local governmental leaders.
12. Represents the district as a representative and voting member to inter-district decisions; represents district at state and local groups.
13. Attends meetings and conferences to stay informed of educational changes, learn and implement new ideas and best practices that may apply to the district.
14. Maintain and improve effective board/superintendent relations by periodically reviewing and upgrading performance through joint seminars and training sessions.
15. Be ultimately accountable for all aspects of school district operation.

QUALIFICATIONS INCLUDING EDUCATION/SKILLS/TRAINING REQUIRED:

Minnesota license for Superintendent of Schools or ability to obtain such required.

Master's degree required

Excellent planning, communication, human relation, business acumen, and conflict management skills required.

Experience as a principal or in a similar public school administrative position required.

Experience as superintendent of schools preferred.

Mission:

The Foley Public Schools' mission is to bring together students, parents, staff and community to provide a quality education with an emphasis on developing the full potential of the individual.

We strongly believe in encouraging not only academic success, but also personal growth. Our staff understands the importance of nurturing the whole individual, and we pride ourselves in developing our students.

BARGAINING UNIT Individual Contract

Approved by Foley School Board on February 23, 2015