



Steve Sallee
Superintendent

SOUTHLAND SCHOOL DISTRICT #500

203 2nd Street N.W. ~ P.O. Box 351 ~ Adams, Minnesota 55909

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TITLE: Superintendent of Schools

QUALIFICATIONS:

1. Must hold appropriate current Minnesota administrative licensure
2. Previous successful teaching and administrative experience

REPORTS TO: School Board

JOB GOAL: The Superintendent is the Board's chief executive officer and the administrative head of all divisions and departments of the school system. He/she is viewed as the chief professional advisor to the Board of Education and is accountable to it.

It is the Superintendent's duty to administer the policies of the Board and to provide leadership for the entire school system. As the Board's professional consultant, he/she makes recommendations to the Board for changes in policies and the educational program.

The Superintendent provides the initiative, driving force, and technical guidance for the improvement of the total program of the school system.

PERFORMANCE RESPONSIBILITIES:

1. Relationship to the Board of Education

- a) Directs the management of the District within the framework of all Board policies.
- b) Recommends specific policies, procedures, plans, and programs for attaining School District objectives, and provides leadership in solving major problems and in providing orderly management and maximum utilization of resources.
- c) Keeps the Board informed on issues, needs, and the operation of the school system.
- d) Offers professional advice to the Board on items requiring Board action, with appropriate recommendations based on thorough study and analysis.

- e) Enforces all applicable provisions of laws and regulations.
- f) Supports Board policy and actions to the public and staff.
- g) Attempts to maintain a harmonious working relationship with the Board.
- h) Devotes full time and energy to the performance of duties in a faithful, diligent, and efficient manner.
- i) Provides for the development and implementation of long and short-range plans for achieving District goals and objectives, and recommends such plans to the Board.
- j) Accepts responsibility for maintaining good relations between the Board and District personnel, working towards a high degree of understanding and respect between the staff and the Board.
- k) Prepares and distributes a responsible agenda for all board meetings (including adequate support documents well in advance of meeting) and for follow-up on actions taken.
- l) Prepares, maintains, and regularly updates a manual of District policies and procedures.
- m) Advises Board of educational meetings of significance, attendance at which Board members could enhance Board effectiveness.
- n) Assumes a strong leadership role in the negotiations process, assisting the Board with planning, research, and recommendations.

2. Staff and Personnel Relationships

- a) Establishes and maintains a sound plan of personal organization and the assignment of line and staff relationships which provide the proper framework for accomplishing the Districts objectives.
- b) Provides for thorough and complete dissemination, interpretation, and administration of all District policies in order to establish a framework within which key subordinates can discharge their responsibilities effectively.
- c) Provides for the development of a system of recruitment, selection, and appointment in order to obtain the best available personnel, as authorized by the Board of Education.
- d) Establishes an effective system for measuring and reporting to the Board the performance of administrators against established job responsibilities as well as suggestions for improvement.

- e) Provides for the evaluation of non-administrative personnel in a way that gives commendation for good work as well as constructive suggestions for improvement.
- f) Provides major direction for the development of administrative talent to meet present and future organizational needs.
- g) Treats all personnel fairly, without favoritism or discrimination, while insisting on satisfactory performance of duty.
- h) Develop and encourage continuing education through inservice training, workshops, etc.

3. Leadership

- a) Stays abreast of trends and development in the fields of elementary, secondary, and post-secondary that may affect the well-being and future of the District and applies the best new techniques and knowledge to District operations to make the District the strongest and most outstanding school system possible.
- b) Participates with staff, Board and community in studying, developing, and improving the curriculum.
- c) Provides democratic procedures in developing school programs, utilizing the abilities and talents of the professional staff and lay people of the community.
- d) Inspires others to the highest professional standards.
- e) Shall effectively oversee or delegate the responsibility for all school programs.
- f) Mandates an effective program of evaluation of school personnel by the principals.

4. Community Relations

- a) Gains respect and support of the community in the conduct of the school programs.
- b) Achieves status as a community leader in public education.
- c) Develops, recommends, and carries out, in coordination with members of the Board, a program for effective communication between the schools and the general public and for maintaining open and positive relations with state, regional, and local governments and/or agencies, businesses, industry, and professional groups.

5. Business and Finance

- a) Keeps informed on needs of the school program – plant, facilities, equipment, and supplies.

- b) Keeps abreast of current and proposed legislation affecting the funding of school districts in order to position the district for maximum revenue.
- c) Supervises all business operations, insisting on competent and efficient performance.
- d) Provides direction for the preparation of the annual District budget to be recommended to the Board of Education for approval.
- e) Determines that funds are spent wisely, and that adequate control and accounting procedures are maintained.
- f) Evaluates financial needs and makes recommendation for adequate financing.

6. Personal requirements

- a) Maintains high standards of ethics, honesty, and integrity in all personal and professional matters.
- b) Earns respect and standing among professional colleagues.
- c) Demonstrates ability to work well with individuals and groups.
- d) Exercises good judgment and a participatory management style in arriving at decisions.
- e) Possesses and maintains a level of health and energy necessary to meet the responsibilities of the position.
- f) Maintains poise and emotional stability in the full range of professional activities.
- g) Uses language effectively in dealing with staff members, the Board, and the public.
- h) Speaks well in front of large and small groups, expressing ideas in a logical and forthright manner.
- i) Maintains professional development by reading, conference attendance, work on professional committees, visits with other districts, and meetings with other superintendents.

Approved: August 1978
Revised: February 1999

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