

## Lewiston-Altura Public Schools - Job Description



Job Title: **SUPERINTENDENT OF SCHOOLS**  
Department/Section: Administration  
State Job Match: 925  
Title of Immediate Supervisor: School Board

**JOB SUMMARY** -- This position functions as the chief administrator of the District; manages the financial operations and the educational and administrative support operations of the District. Recommends changes in policy, programs, major purchases and staffing to the School Board. Represents the District locally, regionally, statewide, and nationwide as the liaison and chief liaison.

**GOAL:** To provide visionary educational leadership that ensures the highest standards of educational opportunities within the resources generated

### **Task No. And DESCRIPTION**

1. Manages financial operations of the schools, including: preparation of the annual budget, management of District cash resources and accounting system, preparation of projections of the District's future financial position, coordination and administration of District insurance program.
2. Establish and maintain efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget.
3. Serves as chief executive officer of the School Board and prepares School Board agendas, presentations, and materials.
4. Supervises the effective implementation and adherence to all federal or state laws, states rules and regulations, and School Board policies.
5. Conducts a periodic audit of the total District programs and identifies educational needs of the District and prepares recommendations for policies, improvement plans, and staffing for the School Board.
6. Directs staff negotiations with licensed and non-licensed staff; administers approved contracts; directs the personnel function and delegates personnel management duties.
7. Secures and nominates for employment the best qualified and most competent employees for the specific positions.
8. Assigns and defines the duties of all personnel, subject to Board approval, recommends appropriate action to the School Board.
9. Maintains, directly or through delegation, personnel records, pupil accounting records, business records, and other records required by law of Board policy.

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10. Files, or causes to be filed, all reports required by the State and Board policy.
11. Supervises and coordinates the activities of the administrative staff, coordinators, and supervisors.
12. Provides leadership for District's educational programs, staff development, programs, and curriculum development.
13. Attends meetings and conferences to stay current of educational trends, changes, and ideas.
14. Represents the District in its dealings with other school systems, inter-District cooperatives, institutions, agencies at the local, regional, state, and national levels.
15. Provides leadership in communications functions including responding to community, staff, and student questions regarding District policies and practices, preparing individual communications and publications, and attending public meetings.

The above tasks are listed for the purpose of identifying the appropriate State Job Match for this job class and are not intended to be a comprehensive list of all responsibilities and tasks which may be assigned to this position.

**QUALIFICATIONS:** Specific training or job experience required before appointment: Appropriate Minnesota License, successful experience as a superintendent of schools or other experience as determined by the School Board.

Physical requirements:

Estimated length of time required for new entrant to achieve acceptable level of proficiency: One year.

**ORGANIZATIONAL RELATIONSHIPS:** This position reports directly to the School Board and works in various capacities with administrative, service, and support staff.

**WORKING CONDITIONS:** No unusual or extraordinary working conditions.

**TERMS AND CONDITIONS OF EMPLOYMENT:** Salary and benefits negotiated with the Lewiston-Altura School Board

**PERFORMANCE REVIEW:** Annual review with the School Board consistent with School District policy.

Updated November 2006