

QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT
(Job Description: Superintendent)

TITLE: Superintendent of School

QUALIFICATIONS: 1. Colorado Type D Administrator Certificate, endorsed "K-12, Superintendent of Schools"

2. Such other qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Board of Education

SUPERVISES: Directly or indirectly, all employees of the district

PERFORMANCE RESPONSIBILITIES:

It is the responsibility of the superintendent of the Monte Vista School District to perform up to district standards or higher in all twenty-eight standard areas. (Refer to AFB-E Superintendent Evaluation Form for an explanation of district standards and criteria for each standard.)

Performance Area A -- Leadership

- A. 1. Implements and maintains the district's vision and mission statement.
- A. 2. Maintains a positive environment for the school district.
- A. 3. Demonstrates optimism and enthusiasm.

Performance Area B -- Personnel Management

- B. 1. Treats staff in a professional manner.
- B. 2. Holds staff accountable as professionals.
- B. 3. Supervises the procedures for appointment, promotion, demotion, transfer, or discharge of staff members.
- B. 4. Implements the evaluation process in a fair, professional, and credible manner.

Performance area C -- Curriculum and Instruction

- C. 1. Serves as the school system's educational leader.
- C. 2. Ensures that effective curriculum and textbooks are recommended to the board for approval.

- C. 3. Ensures that effective instruction techniques are used by teachers of the district.
- C. 4. Ensures that district curriculum and instruction methods are developed using staff and accountability committee input.
- C. 5. Ensures that district curriculum and instruction are based on sound educational research.

Performance Area D -- Fiscal Management

- D. 1. Maintains fiscally sound operation of the school district.
- D. 2. Prepares and administers the district budget in accordance with Colorado Law.
- D. 3. Prioritizes the use of district funds.

Performance Area E - - Community Relations

- E. 1. Ensures that a partnership among all segments of the educational community (board, central administration, principals, teachers, non-certified staff, parents, community, and students) is established to develop and maintain a successful school district.
- E. 2. Involved in community activities.

Performance area F -- Organization and Planning

- F. 1. Ensures district accountability plan is developed and implemented.
- F. 2. Interprets the needs of the school district to the board and accountability committee.
- F. 3. Has organizational skills.
- F. 4. Has short and long range planning skills.
- F. 5. Involves all members of the educational community in planning for district improvement.

Performance area G -- Communication

- G. 1. Demonstrates effective oral and written communication skills.
- G. 2. Demonstrates effective listening skills.
- G. 3. Provides appropriate information about the district to the board, accountability committee, staff, and community.

Performance Area H -- General District Operation/Policies and Procedures

- H. 1. Manages the district's day to day operations.
- H. 2. Presents and recommends policy and procedure options to the board when circumstances require the board to adopt new policies or revise existing policies.
- H. 3. Ensures that district policies and procedures are followed.

Approved: 12/12/91

Reviewed by Board of Education: 08/14/14