

Board Policy 231

MONONA GROVE SCHOOL DISTRICT
5301 Monona Drive
Monona, WI 53716

POSITION DESCRIPTION

TITLE: Superintendent

QUALIFICATIONS: Requirements for certification as established by Wisconsin Statutes and the Department of Public Instruction.

A minimum of five years each of successful teaching and administrative experience is required.

Must establish primary residency within the Monona Grove School District within one year of the date of hiring.

REPORTS TO: Board of Education

JOB GOAL: The Superintendent is the chief executive officer of the School District. He/she shall act in accordance with the policies, rules and regulations as established by the Board of Education and the laws and administrative regulations of the State of Wisconsin.

The administration of the School District shall be delegated to the Superintendent. He/she in turn will delegate duties and authority to insure the implementation of policies for the best interest of the students.

PERFORMANCE RESPONSIBILITIES:

Policy and Contract Administration

1. Assists the Board in the development of policies, rules and regulations.
2. Executes the policies adopted by the Board.
3. Advises the Board during the formulation of all contracts entered into by the Board and the School District and executes all contracts effectively.

Educational Program Activities

1. Provides educational leadership for all curriculum and instructional programs in the School District.
2. Establishes an instructional climate conducive to positive learning.
3. Prepares, or has prepared for his/her approval, the content of each course of study in the curriculum and keeps the Board apprised of changes in the curriculum and seeks Board approval for major curriculum revisions.
4. Establishes short and long-range goals for the District. Fosters new ideas, acts as a catalyst for change and innovative thinking.
5. Develops and establishes procedures for continuous curriculum review and development.

Fiscal Management

1. Ensures that the District complies with laws, rules and policies related to fiscal management.
2. Coordinates the development of the annual budget.
3. Executes the budget as approved by the Board and endorsed at the Annual Meeting.

Operations

1. Recommends personnel to adequately staff the schools to meet the needs of the students.
2. Implements provisions of all collective bargaining agreements.
3. Assures effective staff recruitment, orientation and professional development.
4. Directs the improvement of staff performance and assures continuous evaluation of all personnel as specified in Board policy and State Statutes.
5. Serves as the chairperson of the Administrative Council. Delegates responsibilities and functions to administrative and staff personnel.
6. Decides on the closing of school when weather or other conditions do not permit safe transportation or a safe climate for students.
7. Insures that policies and procedures are established for students' rights, responsibilities, and discipline.
8. Is responsible for the maintenance and operation of all District buildings, grounds, and equipment.
9. Recommends plans for long-range maintenance program for renovations of school facilities and for new construction.
10. Oversees building projects in the District.

Community Relations

1. Exercises leadership in the development and execution of the school/community relations program.
2. Maintains effective relations with media, local government leaders, and other local agencies.
3. Encourages public input into the evaluation and improvement of the school program.
4. Serves as an advocate for students and their educational programs.

School Board Relations

1. Attends meetings of the Board and serves as ex-official member of Board committees.
2. Prepares Board meeting agendas, posts meeting notices and prepares subsequent responses relative to Board action.
3. Communicates with the Board in an efficient and timely manner.
4. Arranges for the orientation of new Board members.
5. Assists the Board in its deliberations regarding legislative matters.

Professional Growth

1. Attends professional meetings called by the State Superintendent of Public Instruction and other meetings necessary for the proper discharge of his/her duties.
2. Attends and participates in local, state, and national professional development programs.
3. Demonstrates a commitment to continue learning and professional growth.

Other

1. Shall perform other related duties as directed by the Board or prescribed in Wisconsin State Statutes.

This description has been prepared to assist in evaluating various classes of responsibilities, skills and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

**TERM OF
EMPLOYMENT:**

Multiple year contract as specified in Wisconsin State Statute.
Salary and fringe benefits determined annually by the Board.

EVALUATION:

Evaluation shall occur annually conducted by the Board.

BOARD APPROVAL:

October 10, 2001