The Superintendent shall be the chief executive officer of the Board and shall exercise general supervision over all schools and all school employees shall be directly responsible to the Superintendent. This position is assigned responsibilities to coordinate all aspects of administration for the purpose of providing the best comprehensive education programs possible for the economic and social betterment of all individuals and organizations to be served. The Superintendent is responsible for representing the Board of Education in a professional manner and keeping within the provisions of the policies adopted by the Board. The superintendent will be expected to be an active participant in educational and professional growth and to the welfare of the school system and will encourage and expect his/her staff, to be public, civic, and professionally affiliated as deemed appropriate for the responsibilities of each staff or faculty member.

**DUTIES & RESPONSIBILITIES**

Duties & responsibilities are not all inclusive but may include the following:

- Develop policy and procedure regarding routine matters, which have not been specifically provided for in the policies and procedures of the Board. Such policy and procedure will be subject to Board review and approval.

- Perform such duties as the Board may require, and, in the absence of specific policy and advice of the Board, assume any authority or perform any duty, which any particular situation, unforeseen and suddenly arising, may demand. Such decisions will be subject to later consideration of any action by the Board.

- Evaluate the needs of the schools and recommend, to the Board, plans adequate for meeting those needs. Assist the architect, employed by the Board, in drafting plans and specifications for work dealing with new construction, remodeling, etc.

- Suspend employees for cause. Such suspension shall be immediately reported to the Board.

- Evaluating qualifications of all staff. Recommend to the Board, the employment of the most qualified staff, for the specific tasks to be performed.

- Approve the appointment of faculty committees that may be required for the execution and establishment of educational practices and policies. These committees will function only as ad hoc committees.

- Conduct research for the purpose of evaluating effectiveness and determining better ways and means of improving and achieving the most desirable objectives in administrative and educational procedures.

- Develop and recommend the adoption of a budget which will provide a balance between efficiency and quality to assure the attainment of desirable outcomes.
Incumbents should possess knowledge of management practices, policies and procedures; of affirmative action and equal opportunity guidelines and procedures; of school administration; of appropriate federal laws and regulations concerning employment practices; of the structure and functions of educational organizations; of interviewing and investigative techniques; of business communications; of the legislative process; and of supervisory principles and practices. Ability is required to plan, direct and coordinate the activities of others; to interpret, analyze and resolve administrative and personnel problems; to communicate effectively, both orally and in writing; to organize and conduct several projects simultaneously; and to analyze complex situations and adopt an appropriate course of action. This position must also possess the ability to work well with KTC faculty and staff, attend work regularly following a designated work schedule and must be able to work extended hours and additional days/evening as required by position responsibilities.

**Education and Experience** Minimum requirements consist of a master’s degree, Superintendents Certificate and Technology Center Administrators Credential.

**SPECIAL REQUIREMENTS:** Incumbents must be willing and able to perform all job-related travel normally associated with this position. Incumbents are expected to participate in local community activities throughout the district. Some light to moderate lifting may be required.

Revised/Adopted: 8/14/2008