

## **Yorktown Central School District**

### **Proposed Job Description**

#### **Superintendent of Schools**

#### **Duties and Responsibilities**

- A. General Duties and Responsibilities
  - 1. Carries out administrative functions in accordance with the policies adopted by the Board of Education, rules and regulations of the Department of Education, and takes into account judicial decisions of the Commissioner of Education and formal opinions of legal counsel. Executes all decisions made by the Board concerning the internal operation of the school system.
  - 2. Reports the progress and needs of the District to the Board, recommends action, and reports evaluation results.
  - 3. Develops administrative rules, regulations, and procedures, and makes assignments of responsibility to subordinates.
  - 4. Is responsible, with help from key assistants, for staffing recommendations needing Board approval.
- B. Specific Duties and Responsibilities
  - 1. Relative to the State
    - a. Is responsible for the application of new laws, legal rulings, and Commissioner's regulations and decisions.
    - b. Participates, through administrative organizations, in the appraisal of state laws and practices and assists in developing new policies for improved education in the state.
    - c. Arranges for preparation of all reports required by the State Education Department.
  - 2. Relative to the Board of Education
    - a. Informs the Board of existing school law and proposed legislative acts and regulations affecting the school and advises the Board as to the effect of the statutes on the schools.

- b. Recommends policies on organization, finance, personnel, instruction, school plant, and other phases of the program.
- c. Executes and administers all policies, plans, negotiated provisions, and rules and regulations adopted by the Board, exercising professional judgment and discretion in its execution.
- d. Prepares, with staff, the annual budget including all appropriations deemed necessary to meet anticipated needs of the ensuing school year, with recommendations for obtaining adequate resources.
- e. Approves and directs the staff in all purchases and expenditures within the approved budget.
- f. Attends all Board of Education meetings and gives direction and educational advice regarding the effect of proposed actions by the Board.
- g. Working with the President of the Board of Education, provides necessary in-service to Board members directed toward developing their individual ability to function effectively in the role of making decisions.
- h. Serves as the agent of communication among the staff, community, and the Board of Education on official school business.
- i. Supervises a program of public information.
- j. Provides information for the Board related to:
  - 1. All major disciplinary actions involving staff.
  - 2. Suspension, when necessary, of all personnel until the next regular Board meeting.
- k. Works on negotiations for the Board of Education, in the capacity designated by the Board, in establishment of wages, hours, terms and conditions of employment for all organized employee groups.
- l. Provides supervision and direction over courses of study, methods of education procedure, and materials used, the

working conditions of pupils and teachers, standards of achievement, the program of teacher in-service, the measurement of educational achievement and every other professional factor, agency or activity involved in the operation of education.

- m. Provides, with staff, for the selection, inventory, operations, and maintenance of buildings and equipment of the schools, the maintenance of grounds, and the purchase, storage, and distribution of all equipment, materials and supplies used in the schools.
- n. Causes to be prepared all curricular courses of study for the approval of the Board.
  - 1. Is responsible to provide the Board of Education with lists of suitable text adoptions on an annual basis.
- o. Works with school attorney for interpretation and preparation of legal briefs.
- p. Provides leadership in identifying long range needs, including building needs, personnel, financial resources and instructional needs.
- q. Prepares annual meeting reports and materials.
- r. Prepares Board agenda and reports.
- s. Reviews minutes of the Board of Education.
- t. Assists the Board in all matters pertaining to the general welfare or the school district and performs such other duties as the Board may determine and direct.
- u. Performs in all instances as the Chief Executive Officer of the Board of Education and with professional integrity honoring the confidences and loyalties ascribed to and required by this administrative position.

### 3. Relative to Administration

- a. Establishes and maintains an atmosphere in which change is encouraged and fostered.

- b. Enforces all provisions of law and all policies of the Board of Education.
- c. Has ultimate administrative authority as to the placement of all teachers, non-certified employees, and students.
- d. Makes decisions in case of controversy or conflict arising between management and personnel.
- e. Organizes and implements an evaluative program for the appraisal of all management personnel in the school system.
- f. Is responsible for administrative meetings and determination of agenda items.
- g. Provides a system of maintaining a file of available documents relating to the construction of school facilities.
- h. Maintains appropriate records and reports for planning and evaluation of all District programs.
- i. Conducts attendance and discipline hearings for students.
- j. Decides questions of students' eligibility for enrollment in cases involving guardianship and temporary placement.
- k. Provides systems for employee supervision and evaluation.

4. Relative to Community

- a. Furnishes constructive leadership in mobilizing community resources to produce an educational system to meet the needs of the community, state, and nation.
  - 1. Suggests to the Board appropriate use of citizens in advisory roles.
- b. Keeps the people of the district informed of the conditions and needs of the schools, through news releases, published reports, and personal appearances before community groups.