

## **CLOVIS MUNICIPAL SCHOOLS JOB DESCRIPTION**

**Position:** Superintendent of Schools

**Supervisor:** Board of Education

**General Job Description:** To coordinate and execute all board policies and recommend changes in policies to improve the system and its educational service to the pupils, teachers, and community. Will be responsible for the general welfare of students and teachers. Will be responsible for the efficient administration and supervision of the entire school system. Will share in the development, application, and interpretation of school and administrative policies.

### **Essential Duties and Responsibilities:**

1. Demonstrate foresight, examine issues and take initiatives to improve the quality of education in the community.
2. Embrace and encourage the acceptance of diversity.
3. Use effective people skills to communicate.
4. Provide and maintain an environment where optimal student growth can take place.
5. Demonstrate instructional leadership.
6. Demonstrate an understanding of the dynamics of the educational organization.
7. Effectively manage the resources for which he/she is responsible including personnel, finances, facilities, programs and time.
8. Use supervision, staff development and performance evaluation to improve the educational program.
9. Maintain a familiarity with current educational issues through a process of ongoing personal development.
10. Use supervision, staff development and performance evaluation to improve the instructional and support process of the district. To do this, the Superintendent follows procedures consistent with the state and local Teacher/Support Performance Evaluation Plan.

### **Additional Duties and Responsibilities:**

1. Serve as the immediate supervisor of the three assistant superintendents, all principals, the athletic director, and the music director.
2. Sign all letters of employment.
3. Recommend employees for employment, demotion, transfer, or dismissal in accordance with the policies of the Board and the State Board of Education.
4. Assign instructional personnel.
5. Be informed by attending educational conferences and by participating in professional and instructional workshops.
6. Keep the Board informed as to educational trends, progress of the instructional program, and the general condition of the school organization.
7. Attend all meetings of the Board of Education, except that part of a meeting when his/her own employment is under consideration.
8. Have the right to make recommendations to the Board but shall not have the right to vote.
9. Present a school calendar indicating the opening and closing days of school, vacation dates, and teachers' meetings.
10. Make the decision when school is to be dismissed for bad weather conditions.
11. Maintain an instructional program to extend from the three and four year old level through the twelfth grade which will be broad and varied enough to meet the educational needs of all educable pupils as defined by state law and as being the responsibility of the district.
12. Maintain a program of special education for exceptional children as is generally provided for and in accordance with policies and plans of the Department of Education reflecting the needs of the pupils of the district.

13. Develop an organization chart, in concert with the Board, which assigns responsibilities to the superintendent and staff in definite, but broad, general terms.
14. In cooperation with the Board, appraise and evaluate the results of the educational process.
15. Sign contracts when requested to do so by the Board.
16. Take an active part in school and community affairs.
17. Keep the staff updated with current information necessary for them to keep the schools operating efficiently.
18. Be responsible for good public relations with the community and the media.
19. Be responsible for developing the agendas for all Board meetings.
20. Be responsible for developing resolutions for all Board elections, such as bond elections, mill levy elections, and Board member elections.
21. Be responsible for management of Administrative Council meetings.
22. Be indirectly responsible for all personnel.
23. Be responsible, subject to the Board of Education, for the selection and assignment of all school employees.
24. Be responsible business management of the schools.
25. Be responsible for the maintenance of school plant.
26. Be responsible for all equipment.
27. Be responsible for the coordination and supervision of the educational program.
28. Perform, in addition to the above duties, such other duties as may be required by the Board.

**Qualifications:**

1. A master's degree.
2. A valid New Mexico administrative license as required by the State of New Mexico.
3. Five years of experience in public school administration and supervision and/or teaching.
4. Demonstrate, by suitable experience, that he/she is capable of leading a staff and community in a continuous program of school improvement.
5. Valid driver's license.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 50 pounds) reaching, climbing, squatting, kneeling, and moving light furniture may be required.

**Safety and Health:**

Knowledge of universal hygiene precautions.

**Equipment/Material Handled:**

Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.

**Work Environment:**

Must be able to work within various degrees of noise, temperature, and air quality. Job responsibilities include both inside and outside duties. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate. Must be able to work under stressful conditions.

**Terms of Employment:**

Salary and work year to be established by the Board.

Revised 7/94

Revised 04/03

Revised 06/08

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