

**WINNER SCHOOL DISTRICT 59-2  
OFFICIAL SCHOOL BOARD POLICY**



**Title: Superintendent of Schools**

**QUALIFICATIONS:**

- a. Appropriate elementary/secondary certification.
- b. Bachelor's degree in elementary/secondary education.
- c. Master's degree in elementary/secondary school administration.
- d. Doctoral/Specialist degree in educational administration not required but recommended.

**REPORTS TO:**

Board of Education

**SUPERVISES:**

School District (K-12) All Areas as Prescribed by School Board

**JOB GOAL:**

To use appropriate leadership/supervisory, and administrative management skills to promote the betterment of the Winner School District 59-2.

**PERFORMANCE RESPONSIBILITIES:**

1. Supervise the central office administration, and the school administrative staff.
2. Supervise school district personnel.
3. Serve as Board of Education's executive officer.
4. Assist teachers and other educational employees in the performance of their duties.
5. Direct the work of the professional staff in the evaluation of curriculum and textbooks and upon the basis of such study and make recommendations to the school board.
6. Represent the school district in dealings with other school systems, social institutions, business firms, government agencies and the community of Winner.
7. Promote the professional growth of administration and staff through development of an annual staff development plan.
8. Establish and maintain an effective, system wide, learning climate.
9. Make recommendations involving the school's administrative management, and instructional patterns.
10. Prepares, with the business manager, the annual school district's operational budget.
11. Assumes responsibility for the implementation of and observance of board policies and school regulations.
12. Assumes responsibility for his/her professional growth and development through membership and participation in the affairs of local/state/national professional organizations and through attendance at their meetings.

**WINNER SCHOOL DISTRICT 59-2  
OFFICIAL SCHOOL BOARD POLICY**



13. Assumes complete responsibility for the hiring and elimination of all school employees. Works with the building principals and director of SPED whenever possible.
14. Assures full accreditation of the elementary and secondary schools within the Winner School District.
15. Assures full compliance with all state and federal reports.
16. Assumes the additional responsibility of the Impact Aid Officer for the Winner School District.
17. Cooperates with colleges/university officials regarding teacher training and student teaching.
18. Organizes the district's public relations program.
19. Performs other duties as expected/assigned by the Winner Board of Education.