

Red Wing Public Schools Position Description

Superintendent

General Information

Department:	District Administration and Support
Unit:	Individual Contract
Immediate Supervisor:	School Board
Grade Placement:	30
FLSA Status:	Exempt

Position Summary

The Superintendent serves as the School Board's chief executive officer providing the educational and managerial leadership and vision in the establishment and implementation of the School Board's organizational mission, goals and philosophy. Duties and responsibilities of the job include providing executive leadership and direction over the formulation and implementation of district educational programs and services; serving as the primary spokesperson for the district representing the district before the public, governmental agencies, media, and all other audiences; providing direction and supervision over district directors and building principals over the financial, educational, and services provided by the District to meet the needs of the community and objectives of the School Board.

Essential Duties and Responsibilities

1.	<p>Serves as the Chief Executive Officer for the School District.</p> <ul style="list-style-type: none">a) Works with the School Board to set agendas for School Board regular business meetings, School Board workshops and retreats, which are aligned with District priorities.b) Researches, plans, formulates, recommends and/or advises the School Board concerning various issues, trends or concerns that may impact the District's mission or strategic plans.c) Develops, implements, and monitors plans for accomplishing School Board directives, goals and priorities.d) Evaluates the success of the plans and reports to the School Board and the community.e) Aligns the responsibilities, duties and organizational structure of the district and its directors to accomplish the objectives of the organizationf) Works with members of the Cabinet and school administrators to set the direction within the district, assign responsibilities and accountabilities.
2.	<p>Serves as the educational leader of the District.</p> <ul style="list-style-type: none">a) Oversees and directs the total educational programs of the district and provides leadership in its development and improvement.b) Directs and oversees the formulation of educational goals, objectives and services within special education, community education, teaching and learning.c) Guides the formulation and implementation of the continuous improvement process across all district programs and services. Monitors and oversees professional staff development processes.

	<ul style="list-style-type: none"> d) Provides direction, mentorship, and guidance to building principals and district directors concerning the direction, evaluation, development, programs and educational outcome expectations. e) Interprets and communicates School Board policies, organizational objectives, and goals. f) Oversees, directs, reinforces, and implements the concepts, strategies and principles of the school leadership model. g) Provides professional expertise and assistance to individuals, other district staff, and the community concerning areas of instructional expertise/knowledge.
3.	<p>Directs and oversees the operational and administrative services, programs, and operations of the District to ensure the efficiency and effectiveness of these functions.</p> <ul style="list-style-type: none"> a) Oversees and directs the financial, facility and operational needs of the district (e.g. budget planning & administration, facility management, transportation services, food service and financial management) through and in collaboration with the district administrators and directors. b) Negotiates bargaining agreements and interprets and enforces contract language. c) Collaborates and works with the management team, technology and teaching and learning in the development of the technology infrastructure for the district and the integration of technology into the education program and administrative operations.
4.	<p>Guides the fiscal planning and budgetary development process in collaboration with the Director of Finance; works with Directors and building administrators in prioritizing district fiscal needs, facility, human resource and technology needs in accomplishing district goals, objectives and initiatives.</p>
5.	<p>Serves as the primary spokesperson for the District and oversees all public relation activities of the District to best represent the District before the public, governmental agencies, community organizations, or other groups.</p> <ul style="list-style-type: none"> a) Serves as the primary spokesperson for the School Board before the public. b) Serves as a liaison between the staff and the School Board. c) Advocates for the interests of the school district and community when working with government agencies. d) Collaborates with various city, county, other districts and the legislature concerning issues and initiatives. e) Meets with area Superintendents and legislators to influence legislation that is most favorable to area schools. f) Serves on various advisory boards or committees to represent the needs of the District.
6.	<p>Performs other duties of a comparable level or type as apparent or assigned by the School Board.</p>

Required Education, Training, and Work Experience

Required Education / Training:	2 years of graduate school
Degree Information:	Master's Degree
Major Field of Study or Degree Emphasis:	Educational administration or educational leadership
Required Work Experience:	Minimum of five years of supervisory and educational leadership experience
Licenses / Certifications Required:	<ul style="list-style-type: none">• Valid driver's license in Minnesota• Licensed in Minnesota as a Superintendent of Schools

Essential Knowledge Required to Perform the Essential Functions of the Position

- School finance and law.
- Operations, functions and administrative aspects of the district.
- Organizational theory and development.
- School Board governance principles, practices and requirements.
- Leadership and management theory. Knowledge of the concepts, principles and fundamentals of Marzano's School Leadership Model.
- Fundamentals of human resources, collective bargaining and contract administration.
- Learning processes, models, theories, and educational technologies, trends and best practices.
- Measurement and assessment principles, concepts, methods and techniques.
- Relevant laws, rules, guidelines and requirements impacting educational programs, services, funding and school finance

Essential Skills Required to Perform the Work

- Human relations, school finance, human resource management and team building skills.
- Defining, reasoning and problem solving skills.
- Organizational management and improvement.
- Oral, presentational and written communications.
- Conducting public relations and governmental relation functions and representing the district in all matters impacting public perspectives of the District.
- Curriculum and instruction planning and implementation including data analysis and research skills used in the assessment and evaluation of educational programming.
- School and school district administration.
- Managing, motivating, delegating authority, mentoring and monitoring administrators and directors in the conduct of their organizational responsibilities.
- Developing and presenting complex and diverse issues, proposals and concepts in an understandable manner.
- Planning, directing, evaluating and implementing educational and instructional programs.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel		X		
Reach with hands arms		X		
Climb or balance	X			
Stoop, kneel, crouch or crawl	X			
Talk or hear				X
Taste or smell	X			
Lifting / Forcing Exerted				
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. Work involves continuous contacts and interactions with the public, staff, elected officials, outside agencies, citizen groups, the media and others that can involve occasional disagreeable human interactions and/or conflicts.

Classification History and Approval

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