



JOB SPECIFICATION

SUPERINTENDENT

THE POSITION

Under the purview of the Board of Trustees, the Superintendent is the Chief Executive Officer and is responsible for the implementation of all policies established by the Board. (Ed. Code, § 35035.) The Superintendent shall perform the duties prescribed by the laws of the State of California and Board policy. The Superintendent shall act as Secretary to the Board as described in Education Code section 35025. In addition to the powers and duties described in Education Code 35035 and 35250, the Superintendent shall have such additional powers and duties as delegated to the Superintendent by the Board. In the performance of the Superintendent's duties, the Superintendent shall adhere to all Board policies, rules, regulations, ordinances, and directions and all applicable state and federal laws.

As the Chief Executive Officer of the District, the Superintendent shall implement all Board decisions and manage the schools in accordance with law and Board policies and shall have primary responsibility for making recommendations to the Board regarding all personnel matters, including selection, assignment, transfer, and dismissal of employees. The Board shall retain primary responsibility for formulating and adopting policies. The Superintendent furnishes educational leadership to the Board, school staff, and community. In addition, the Superintendent keeps updated on current trends in education and advises the Board as to desirable courses of action. This can include the interpretation and implementation of District policies and the incorporation of such interpretations into a written set of administrative rules, regulations, and procedures. The Superintendent may delegate any of the Superintendent's responsibilities and duties to other District staff but remains accountable to the Board for all areas of operation under the Superintendent's authority.

RESPONSIBLE TO: Board of Trustees of the Temecula Valley Unified School District

DISTINGUISHING CHARACTERISTICS

The Superintendent has the authority to direct and supervise the activities of all District employees, programs, and functions to ensure the effective administration of all District programs. This includes developing, with Board and staff involvement, and recommending to the Board a sound and systematic plan for evaluating both program effectiveness and performance of all personnel and students.

EXAMPLES OF DUTIES

The duties listed are typical but not exclusive:

- Serves as Chief Executive Officer for the District under the direction of the Board of Trustees.
- Focuses District priorities on improving academic achievement for all students to high standards of excellence.
- Implements curriculum and keeps the Board informed about research-based methods used in the instructional program.
- Oversees the coordination of curriculum and program development, evaluation, and improvement.
- Identifies and implements standards for student achievement and ways of measuring the progress of schools and students.
- Provides leadership and guidance related to goals and objectives for Human Resources and works with staff to formulate and recommend for the consideration of the Board personnel policies needed for the efficient functioning of the district staff.
- Provides leadership and direction in the development of policies and practices related to the screening, selection, orienting, and placement of staff members.
- Establishes goals and priorities for budget development to maximize district resources and maintain a budget, ensuring fiscal responsibility. Provides leadership and direction in the development and administration of the District budget as the fiscal plan for the implementation of District goals and objectives in accordance with the current Board policies and, as necessary, the Local Control and Accountability Plan.
- Establishes priority objectives for the District through cooperative efforts with the community, Board of Trustees, and staff, and provides continuous evaluation of progress towards achievement of goals and objectives.
- Oversees and supports the development and implementation of programs that provide for the needs of all student groups that include policies covering attendance, discipline, student interventions, and supports.
- Provides leadership and direction for the planning, implementation, and management of the educational and operational programs of the District.
- Promotes a program of effective advocacy with legislative bodies, consistent with the District's goals and priorities.
- Represents the District and communicates with other administrators, personnel, labor unions, employee organizations, students, parents, other school districts, public agencies, community organizations, the media, and the public.
- Provides oversight for an effective community outreach and public relations program.
- Serves as liaison to the Board with respect to all matters of employer-employee relations.

- Reviews and makes recommendations to the Board of Trustees pertaining to the Board's policies and administrative regulations.
- Prepares agendas for Board meetings in cooperation with the Board President and in conformity with Board policy; responsible for assuring compliance with all legal requirements related to the posting of notices of meetings and preparation of minutes.
- Organizes the District in conformity with the appropriate Board policies and administrative regulations and directs administrative staff in the best way to serve the District and its students.
- Promotes effective communication and builds strategic partnerships among diverse groups to achieve a common vision to meet the District's goals.
- Works with parent groups and other organizations regarding the success and welfare of students and schools and interprets school programs and activities for parents and community groups.
- Directs the preparation and maintenance of a variety of narrative and statistical reports and records that include information pertaining to student groups, research projects, investigations, and correspondence related to assigned activities and personnel.
- Performs other duties as may be specified by law, the regulations of the State Board of Education, and the policies, rules, and regulations of the District.

QUALIFICATIONS

Knowledge of:

- Techniques and strategies for managing a large, diverse organization: must have a clear understanding of diverse groups of students, parents, and the community.
- District curriculum and school instructional programs, including the integration of educational technology.
- Current federal and state trends, topics, and legislation in education.
- Principles and techniques of budget preparation and control.
- Principles and practices of administration, supervision, and professional development.
- Applicable federal and state laws, codes, regulations, policies, and procedures, including Board policies.

Ability to:

- Provide leadership and direction in the administrative and instructional functions of the District.
- Promote and maintain a high level of communication with staff on policy matters necessary for effective decision-making.

- Provide vision and innovative oversight in planning for the future needs of the District facilities and programs.
- Provide an effective student-centered, balanced program of academics, arts, culture, mental health and wellness, social-emotional learning, community and social empowerment, and physical education.
- Communicate effectively with the community both individually and as a group.
- Interpret, explain, and apply rules, regulations, policies, and procedures.
- Supervise and evaluate the performance of assigned staff.
- Plan and organize District-approved programs.
- Meet schedules and timelines.

EDUCATION AND EXPERIENCE

- Master's degree or higher with a record of continuous learning
- An educator with K-12 experience
- Strong fiscal background and understanding of state and local budgets
- Experience that demonstrates the knowledge, skills, and abilities equivalent to at least five (5) years of experience in senior management of a large and complex organization, preferably a culturally diverse school District

PERSONAL QUALITIES

- Professional, respectful, good working habits, personable, and exercises sound judgment
- A willingness and ability to work under pressure and with a variety of personalities and leadership styles
- Able to exhibit understanding and empathy

SKILLS

- Strong proficiency with technology
- Effective skills in written and verbal communication
- Ability to multi-task in difficult situations while maintaining a sense of calm and leadership

WORKING CONDITIONS

Environment:

- Office environment and/or regular visits to school sites, District departments, and other locations that may include educational venues supporting the District
- May require working evenings and weekends

Hazards:

- Performing under high-stress and emotionally charged circumstances
- Tasks may be performed with exposure to adverse environmental conditions, including dirt, dust, pollen, odors, wetness, humidity, rain, temperature, and noise extremes
- Subject to exposure to communicable or infectious diseases

LICENSES

The Superintendent shall generally hold valid credentials in both teaching and school administration. The Board may, however, waive any credential requirement on the part of the Superintendent when it deems such waiver to be in the best interests of the District.

WORK YEAR: 12 months

SALARY: Superintendent salary range as delineated in the Executive Salary Schedule. In accordance with Senate Bill 1162 (California Government Code section 12999 and California Labor Code section 432.3).

BOARD APPROVED: November 3, 1982

REVISED: September 12, 2023