



Department of Human Resources
118 W. Bullion St., Hailey, ID, 83333
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<u>TITLE:</u>	Superintendent
<u>PAY GRADE:</u>	To be determined by the Board of Trustees; comprehensive benefit package.
<u>FLSA STATUS:</u>	Exempt
<u>SUPERVISOR:</u>	Board of Trustees
<u>TERMS OF EMPLOYMENT:</u>	240 days per year. On-site work is required according to the established schedule and designated by the Board of Trustees. Travel is required.

SUMMARY OF POSITION

The Superintendent provides overall leadership, administration, and operation of the Blaine County School District (District) and serves as the Board of Trustees' (Board) chief executive officer. The Superintendent operates within the framework established by Board policies and directives and is responsible for implementing Board-approved policies, advancing the Board's goals and objectives, and ensuring the effective operation of the District.

The Superintendent works collaboratively with the Board to promote educational excellence, improve student achievement, support effective teaching, and ensure the responsible management of District personnel, finances, facilities, and other resources. The Superintendent also fosters productive relationships with employees, families, community members, and other stakeholders to support the District's educational mission.

The Superintendent recommends policies and initiatives to the Board, implements and evaluates approved policies, and makes administrative decisions within the authority delegated by the Board and applicable law. The Superintendent may delegate duties and authority to other District personnel, consistent with Board policy and applicable law; however, such delegation does not relieve the Superintendent of responsibility for the performance of those duties.

The duties and responsibilities of the Superintendent's position take precedence over outside professional activities.

MINIMUM QUALIFICATIONS

A Master's degree, or higher, from an accredited college or university.

A valid Idaho Administrator's Certificate with the required superintendent endorsement, or eligible to obtain one within the first three years of employment.

Valid driver's license

Knowledge of Idaho Content Standards, curriculum development, instructional practices, assessment, and evidence-based strategies to support student learning and achievement, including critical thinking, communication, collaboration, and digital literacy, is required.

PREFERRED EXPERIENCES AND DEMONSTRATED COMPETENCIES

Successful experience at the superintendent/assistant superintendent level, or at the administrative level, in a K-12 school district.

Demonstrated proficiency with standard computer applications and technology necessary to perform the duties of the position, including Google Workspace, Microsoft Office, Student Information Systems, and email.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Essential functions, as defined under the Americans with Disabilities Act (ADA), may include the following duties, knowledge, skills, and other characteristics. This list is illustrative and is not intended to be an exhaustive listing of all functions and responsibilities of the position. Duties may vary, and additional responsibilities may be assigned consistent with the position and applicable law.)

DISTRICT LEADERSHIP AND ADMINISTRATION

- Serves as the chief executive officer of the Board of Trustees and provides leadership for the effective administration and operation of the District in accordance with Board policies, directives, and applicable law.
- Works collaboratively with the Board to advance the District's vision, strategic priorities, goals, and objectives.
- Attends Board meetings and provides timely, accurate, and relevant information regarding District operations, finances, student outcomes, and progress toward established goals.
- Participates in the Board's Policy Committee, supporting the review and revision of policies in collaboration with the committee lead, District legal counsel, and stakeholders, as appropriate. Implements Board-approved policies.
- Exercises administrative discretion on matters not addressed by Board policy, consistent with delegated authority and applicable law. Informs the Board of significant actions and recommends policies or procedures when appropriate.
- Develops and recommends an annual balanced budget aligned with District priorities, anticipated revenues, strategic plans, and program evaluations. Provides the Board sufficient information and opportunity for deliberation before budget adoption.
- Oversees District finances, facilities, property, and operational resources to support effective and efficient operations and safe, appropriate learning environments.
- Leads multi-year financial planning, internal controls, audit follow-through, and long-range financial and facilities planning.
- Ensures District records are maintained in accordance with applicable law and Board policy.
- Delegates duties and authority to District personnel as appropriate, consistent with Board policy and applicable law. Delegation does not relieve the Superintendent of responsibility for delegated duties.
- Ensures District operations comply with applicable federal and state laws, regulations, and Board policies.
- Represents the District in appropriate local, regional, state, and national forums and advocates for public education and the needs of students.
- Maintains professional knowledge through ongoing learning, engagement with current research, and participation in professional activities relevant to the position.
- Performs other duties assigned by the Board consistent with the position and applicable law.

EDUCATIONAL LEADERSHIP AND STUDENT ACHIEVEMENT

- Provides collaborative and visionary leadership focused on high-quality instruction, continuous improvement, and improved student learning and achievement.
- Develops principals and district leaders through coaching, feedback, evaluation, and succession planning.
- Oversees curriculum development, instructional practices, assessment systems, and educational programs to promote high standards and effective teaching and learning.
- Leads the development, implementation, monitoring, and evaluation of District and school improvement plans to support continuous improvement in student outcomes.
- Establishes and monitors assessment and accountability systems, communicates results to the Board and community, and uses findings to inform program improvement and resource allocation. Student Safety and Wellness: Foster a culture of student safety, belonging, attendance, and wellness through prevention, early identification, and appropriate response to student needs and safety concerns.
- Uses data and evidence-based practices to guide decision-making and promote equitable access to educational opportunities and resources for all students.
- Ensures educational programs and resources are evaluated regularly to determine their effectiveness in meeting student needs and District goals.
- Administers student discipline matters within the authority granted by law and Board policy, including making recommendations to the Board regarding expulsion when appropriate.

PERSONNEL MANAGEMENT

- Establishes a culture of open communication, collaboration, shared responsibility, and accountability throughout the District.
- Oversees District staffing and organizational structures to ensure personnel resources are aligned with District priorities and operational needs.
- Establishes clear expectations, responsibilities, and lines of authority for District administrators and staff.
- Directly supervises, or delegates supervision to the assistant superintendent or other designated administrators, District department directors, building principals, and other personnel as appropriate.

- Recruits, develops, and retains effective District leaders through ongoing coaching, constructive feedback, performance evaluation, and professional growth opportunities
- Establishes succession planning practices to support leadership continuity and long-term organizational effectiveness.
- Oversees the recruitment, selection, assignment, development, evaluation, and retention of qualified personnel.
- Exercises personnel authority delegated by the Board and makes recommendations regarding the appointment, retention, nonrenewal, suspension, or discharge of employees when Board action is required.
- Ensures job descriptions are maintained and required personnel evaluations are completed accurately and on time.
- Holds Cabinet, administrators, and staff accountable for performance, professional conduct, and compliance with District policies and applicable requirements.
- Promotes professional learning and development informed by staff input, District priorities, and student learning needs.
- Supports employee engagement, professional growth, and a respectful, productive workplace.

COMMUNICATION AND COMMUNITY RELATIONS

- Communicates clearly, accurately, and effectively with the Board, District employees, students, families, community members, and other stakeholders.
- Provides timely information to the Board to support effective governance, informed decision-making, and progress monitoring.
- Builds and maintains productive working relationships with the Board, District staff, families, community members, local organizations, businesses, and public agencies.
- Encourages meaningful input and constructive dialogue while respecting the Board's governance role and established decision-making processes.
- Demonstrates discretion, sound judgment, diplomacy, and appropriate confidentiality when handling sensitive matters.
- Builds community understanding and support for the District's educational mission, priorities, programs, and resource needs.
- Represents the District professionally in public meetings, community events, partnerships, and other appropriate settings.
- Recognizes and celebrates student achievement, employee contributions, and the efforts of others who support student success.
- Responds constructively to concerns, questions, and feedback from employees, families, and community members.

ESSENTIAL LEADERSHIP CHARACTERISTICS

- Communicates clearly and effectively, both orally and in writing.
- Demonstrates approachability, enthusiasm, flexibility, and a positive, solutions-oriented attitude.
- Exercises sound judgment, discretion, and confidence in decision-making.
- Demonstrates respect, empathy, and concern for others.
- Builds trust through integrity, transparency, consistency, and accountability.
- Welcomes constructive feedback and takes appropriate action to address concerns and improve performance.
- Demonstrates resilience, adaptability, and a willingness to consider innovative approaches and calculated risks in the interest of continuous improvement.
- Maintains professionalism and composure when addressing complex, sensitive, or challenging situations.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of District policies, procedures, the applicable master contract, and Idaho State Board of Education rules and regulations.
- Knowledge of curriculum development, instructional practices, professional learning, and methods for evaluating educational effectiveness.
- Understanding of how student diversity and individual learning needs influence educational outcomes.
- Ability to analyze complex issues, conduct research, evaluate information, and develop fair, practical solutions.
- Ability to apply educational research and evidence-based practices to support continuous improvement.
- Effective verbal and written communication skills, including the ability to prepare reports, interpret information, and present findings clearly.
- Ability to build and maintain productive working relationships with the Board, administrators, staff, students, families, and community stakeholders.
- Ability to navigate differing perspectives, manage competing priorities, and work effectively under pressure.

- Demonstrated integrity, discretion, sound judgment, adaptability, and fairness.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The Superintendent performs duties primarily in an office, school, and meeting environment, with occasional travel to District facilities and off-site meetings or events. The position requires the ability to communicate effectively, use standard office equipment and technology, and move throughout District facilities as needed to perform assigned responsibilities. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.