



**REPORTS TO:** Board of Education

**FAIR LABOR STANDARD ACT:** Exempt

**POSITION CLASSIFICATION:** Professional

**TERMS OF EMPLOYMENT:** 12 months

**FAIR LABOR STANDARD ACT**

Exempt

**POSITION CLASSIFICATION**

Professional

### **QUALIFICATIONS**

1. Doctorate in Educational Administration from a recognized institution of higher learning
2. Valid Missouri Certificate from the Missouri Department of Elementary and Secondary Education
3. Minimum of three (3) years of previous administrative and/or supervisory experience
4. Outstanding leadership skills and experiences
5. Excellent communication, team-building and organizational skills
6. Ability to work independently
7. Ability to exercise sound judgment and a calm demeanor for handling stressful situations
8. Ability to effectively resolve conflict between various stakeholders with diverse backgrounds and needs
9. Must possess excellent problem-solving, management, organizational and interpersonal skills

### **JOB SUMMARY**

The Superintendent of Schools is the chief executive officer of the Board of Education. The Superintendent implements the Board's vision by making day-to-day decisions about educational programs, pending, staff and facilities. The Superintendent provides information and recommendations to the Board and serves as the liaison between the Board and the community. The goal of the Superintendent is to mobilize and coordinate all available resources in the development of an educational program designed to improve student academic achievement and provide quality education for all students within the guidelines established by the Board. The Superintendent hires, supervises and manages the faculty/staff of the District.

### **REQUIRED EXPECTATIONS**

- Be punctual and have consistent and regular attendance.
- Ensure the safety and well-being of each child by responding to their emotional, social and physical needs, as well as their education needs.



- Supports the mission of the Webb City R-7 School District.
- Supports the value of education.
- Complies with the privacy rights of students; safeguards confidential and/or sensitive information.
- Utilize developmentally appropriate practice and best practice methods at all times.
- Be warm and nurturing with students.
- Be customer service oriented and professional.
- Provide excellent customer service according to the standard of the District.
- Ability to work under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures.
- Works to meet goals of the department and District with a spirit of cooperation.

### **UNIVERSAL EXPECTATIONS**

1. Recognize that every position in the District contributes to student academic achievement and serves as a role model for all students.
2. Lead within your department/building to create learning environments and experiences that directly contribute to student academic achievement.
3. Collaborate to identify and respond to student needs in order to support academic achievement.
4. Engage in positive interactions and strengthen relationships with families and community members to support students' academic achievement.
5. Actively participate in District processes to support continuous improvement aimed at increased student academic achievement.

### **ESSENTIAL JOB FUNCTIONS**

1. Provides continuous improvement to student academic performance by:
  - a. Fostering a cohesive; clear vision for teaching and learning that aligns all aspects of the District to student academic achievement;
  - b. Utilizing data to determine areas of need to improve academic performance for students;
  - c. Serving as an instructional leader for the District;
  - d. Gathering, analyzing, preparing and presenting student, staff, school and divisional data to support student academic achievement. Identifying trends and patterns in building and District student achievement data which will be shared with staff to determine resources, materials, and professional development opportunities to use to improve student academic achievement;
  - e. Utilizing student achievement data to provide instructional coaching to staff and students;
  - f. Utilizing knowledge of a variety of instructional techniques to assist in the improvement of student academic achievement;
  - g. Assisting the Administrative staff with leading the improvement of student academic achievement, as evidenced by the improvement of school-based and/or District-based data points;



- h. Assisting the Administrative staff in leading a diverse staff, student body, and community in development and implementation of building-level goals focused on the improvement of student academic achievement;
  - i. Assisting the Administrative staff in leading staff in the development and implementation of District and building-level goals relating to student academic improvement;
  - j. Assisting the Administrative staff in supervising and evaluating the performance of all assigned personnel and engage staff in the development of professional growth activities designed to support individual District goals and program in order to improve student academic realization;
  - k. Fostering an environment that focuses on quality results while motivating, developing and supporting staff, encouraging continuous improvement and working effectively as a member of a team;
  - l. Leading, supervising and providing feedback to staff and work effectively with teachers to improve instruction and increase student academic achievement; and
  - m. Utilizing knowledge of a variety of instructional techniques to assist teachers in the improvement of instructional programs and increase student's academic achievement.
2. Coordinates the educational program of the entire District by:
- a. Serving as the executive officer of the Board charged with the responsibility for implementing the policies of the Board. The Superintendent shall prepare the agenda for each Board meeting, shall attend all meetings, excepting during the time his/her contract is under consideration and participate in all deliberations of the Board;
  - b. Administering the development and maintenance of a positive educational program designed to meet the needs of the community in conformity with the adopted policies of the Board, rules and regulations of the Department of Elementary and Secondary Education, and in accordance with state law;
  - c. Initiating matters of educational policy and make definite recommendations and keep aware of the best educational developments and advice regarding changes in policies;
  - d. Assisting the Board in developing a clear statement of goals and communicate goals and objectives to the staff and community;
  - e. Establishing plans to carry out the goals identified by the Board;
  - f. Developing administrative principles and procedures for implementing Board policies;
  - g. Providing a continuous appraisal of all policies originating with the Board keeping the Board fully and regularly informed as to the effectiveness of the operation of existing policies;
  - h. Responsible for the assignment of all instructional and non-instructional personnel and for recommending employees for appointment, promotion or dismissal in accordance with the policies of the Board;
  - i. Delegating to other employees the responsibility and authority to fulfill assignments correctly while retaining the final responsibility for the actions taken by those employees;
  - j. Systematically evaluate the Administrative personnel directly under his/her jurisdiction;
  - k. Responsible for the nature, quality and evaluation of instruction;



- l. Responsible for the business management of the District, including the preparation and administration of the budget;
  - m. Responsible for general personnel management;
  - n. Responsible for effective staff development;
  - o. Making recommendations for acquisition of building sites and the buildings to be constructed thereon;
  - p. Making discretionary decisions according to Board as they are needed for the good operation of the school system;
  - q. Assisting individual Board members in acquiring knowledge regarding the District operation and goals and ensure all questions and requests for information by the Board are answered expediently;
  - r. Keep abreast of all state and national legislative matters affecting the District and represent the District before the Missouri Legislature and its committees in an effort to encourage laws promoting the welfare of the students of the District;
  - s. Maintain membership and active participation in professional groups designed to promote the general goals of education;
  - t. Develop and maintain long-range plans of the Districts' financial position, facilities and programs;
  - u. Assist the Board in all matters pertaining to the general welfare of the District and perform other duties as the Board determines;
  - v. Coordinates the submission of all reports and data required by state and federal law;
  - w. Set high expectations and model behaviors that foster mutual respect, integrity, accountability and commitment;
  - x. Participate in tax levy and bond issue campaigns; and
  - y. Employ sound fiscal management procedures, methods and techniques. Follows all fiscal management policies and procedures.
3. Creates positive and transparent relationships with staff and the community through consistent communication and community engagement, by:
- a. Conducting a continuous study of the development and needs of the District and keeping the Board and community adequately informed of the findings;
  - b. Maintaining good working relationships with all staff members and keep open lines of communication with employee groups as well as individual employees;
  - c. Responsible for the District wide communications to parents, students, staff and community members. Frequent communication is advised.
  - d. Participating in community affairs in both school and non-school activities and cooperate with other community agencies;
  - e. Representing the District at appropriate state and local meetings;
  - f. Providing effective staff communication; collaborate and resolve conflicts with others;



- g. Working cooperatively with other administrators; advise supervisors and other appropriate District administrators of progress, problems, and other information regarding the Districts' program(s); and
  - h. Making clear, persuasive presentations to diverse groups as needed.
4. Evaluates Principals and Directors.
  5. Assist in the selection, assignment, transfer, promotion and dismissal of instructional and Administrative staff.
  6. Establish positive relationships with persons regardless of race, gender, physical limitation, sexual orientation, or religious belief, with an active commitment to equal opportunity for all students and staff.
  7. Utilize computer technologies to enhance instruction and to manage building functions.
  8. Exercise good judgment, insight, self-awareness, integrity and cultural responsiveness when interacting with employees, students and community.
  9. Represent the school in the community through business partnerships and activities. Serve as the District liaison with law enforcement, first responders and other emergency agencies and personnel.
  10. Actively seeks out grants and alternative funding opportunities.
  11. Continue one's own lifelong learning, develop talent and leadership skills in others, provide critical feedback and receive critical feedback in order to maintain high standards for one's self and one's school.
  12. Exercise good judgment, insight, self-awareness, integrity and cultural responsiveness when interacting with employees, students and community.
  13. Interprets, implements and adheres to Board policies and administrative regulations to staff.
  14. The employee must be able to regularly work non-traditional hours, including evenings and weekends.
  15. Regular and consistent attendance is an essential function of this position.
  16. Required to follow all Board policies, regulations and procedures.
  17. Models positive behavior for students (i.e. inter-personal communication, processes, social interactions, etc.) for the purpose of providing educational and life skills training.
  18. Demonstrate professionalism and appropriate judgment in behavior, speech, dress and appropriate professional manner for the work setting.
  19. Demonstrate effective human relations and communication skills.
  20. Adhere to good safety practices.
  21. Ability to understand and adhere to all District rules, regulations and policies.
  22. Performs all other duties as dictated by law and/or assigned by the Board of Education.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to:

- stand, walk, sit and talk/hear;
- occasionally required to reach with hands and arms; stoop, kneel, crouch or crawl;
- occasionally push, pull or lift up to 50 lbs; and



- be able to see, including close, distance and depth perception.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.