

**Lakewood School
Twin Lakes School District #4**

Job Title: Superintendent
Department: Administration
Reports to: Board of Education

Position Summary: The primary role of the superintendent is to serve as the chief executive office and primary advisor to the Board of Education.

Qualifications:

1. Must meet requirements for licensure from the Wisconsin Department of Public Instruction.
2. Must have a minimum of three years of successful teaching experience and a minimum of three years of successful administrative experience.
3. Must have the knowledge of philosophy of PK-12 education, including the physical, mental and social development of PK-12 students.
4. Must have excellent written and verbal skills needed for the position.
5. Must have leadership and long-range planning skills necessary to assure appropriate educational changes.
6. Must have thorough understanding and successful experience in sound management practices, including effective team management strategies.
7. Must be an advocate for PK-12 education in the local community, and the state, as well as an advocate for local, state, and national goals for PK-12 educational improvement.
8. Must have, or be willing to pursue, first aid / CPR certification.

Essential Duties and Responsibilities;

1. Recommends new policies or changes in district policies.
2. Recommends employee appointments, promotions, demotions and dismissals.
3. Prepares and recommends an annual and long-term planning budget.
4. Provides leadership for the administrative, instructional and support staff.
5. Manages finance and other assets of the school district.
6. Represents the district throughout the community, area, and state, and keeps the public informed of the status of their school and their educational programs.
7. Participates in local, state, and national activities focusing on educational issues, giving particular attention to the priorities of the district.
8. Provides leadership in the development, validation, and implementation of district goals.
9. Manages the process of translating district goals into operational processes, which ultimately influences what students learn in the district's school.
10. Develops managerial plans of action by involving those responsible for implementation in the decision –making process.
11. Promotes the improvement of instruction via systematic educational planning strategies.
12. Supports the continued improvement and humanization of the school climate in the district.
13. Implements personal development programs via the identification of district's needs: design and conduct staff development programs, and assess program outcomes.
14. Strives to provide the finest possible educational opportunities to all students in the district.
15. Demonstrates faith in the power of public education and commitment to the preservation and strengthening of the public school.

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16. Is involved in a personal professional development program, which challenges the management to change and improve the district.
17. Understands the dynamics, motivations, and values of groups within the school system and those served by the school system. Works with them, and helps them work together; copes with change in the school, generates confidence, and stimulates people to follow the established direction; contributes fresh and realistic solutions to problems

Instruction:

1. Interprets the district's educational objectives to school personnel and the community.
2. Supervises the administrative and instructional staff with the expectation of competent and efficient performance.
3. Recommends to the board the tests, supplementary materials, supplies, and school equipment, recommended for adoption by the principal, to be used in the district school.
4. Informs and advises the board about the educational programs and practices used in the district.
5. Ensures that an ongoing supervision and evaluation program of the district's curriculum is maintained.

Student Services:

1. Implements and supervises an appropriate program of support services for students.
2. Serves as an advocate for students and their educational programs.
3. Ensures that policies and procedures are established for students' rights, responsibilities, and discipline.

District Staff and Personnel Relations:

1. Supervises the development and execution of sound, fair, and equal personnel procedures and practices; directs the operation of all personnel and staff development functions in the district.
2. Strives to develop and maintain positive staff moral and loyalty to the school district.
3. Recruits and assigns the best available personnel in terms of their competencies.
4. Administers a plan of evaluation of all district personnel.
5. Takes an active role in the development of salary schedules for all personnel and recommends to the board the level which will best serve the interests of the district.
6. Suspends any employee for just cause and reports such suspension to the board as soon as possible, with recommendations for final action.
7. Recommends the numbers and types of positions required to provide proper personnel for the operation of all programs.
8. Assigns, promotes, transfers and discharges employees in the best interest of the district and reports such action to the board for information and approval.
9. Maintains effective relationships with the staff at all levels of the organization.
10. Defines the duties of all personnel, subject to the approval of the board.
11. Communicates to employees all actions of the board relating to personnel and conveys employees' communications to the board.
12. Ensures that positive personnel practices are carried out within the district.
13. Communicates ideas and feelings effectively to individuals and groups.

Community and Public Relations:

1. Is responsible for the organization, administration, and evaluation of the school district.
2. Keeps the parents and the community apprised of the status of the school and its programs.
3. Represents the board and the district before the public and maintains, directly or by delegation.
4. Presents a positive image of the district to the community.

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5. Provides regular information to the media and establishes a positive relationship with them.
6. Is active in community service organizations.
7. Attends meetings of state and other agencies service the school, and keeps informed of local, state and national issues which affect the district.
8. Ensures that the district maintains positive school and community relations via a cooperative effort between the board, administrators, teachers and support staff.

Support Services Management:

1. Prepares recommendations for the annual budget, directly or through delegation.
2. Directs the administration of the budget after its approval by the board, and makes reports, which indicate the status of the budget and the financial affairs of the school system.
3. Establishes adequate financial and operating controls to safeguard the district against misuse of funds or unnecessary operations, and ensures fair value for all expenditures.
4. Supervises all purchases and expenditures in accordance with the law and the budget approved by the board.
5. Is responsible for current and long-range planning for school plant facilities, and the presentation of such plant development to the board for modification and adoption.
6. Supervises other support services in the areas of transportation, food services, business and information management, and building maintenance.
7. Serves as custodian of adequate records for the school and the district including a system of financial accounts, business and property records, personnel records, school population records, scholastic records, and other required federal, state and county records, either directly or by delegation.

Policy and Contract Administration:

1. Coordinates the management team consisting of the board of education and all administrative personnel.
2. Establishes rules and procedures to govern routine matters of the district's operation.
3. Maintains the district policy manual.
4. Ensures that personnel policies of the district are administered fairly, consistently, and in a positive manner throughout the district.
5. Represents and work with the board of education in negotiation matters.
6. Notify school board of statutory requirements (118.24) of administrative contract updates six (6) months prior to end of contract.

Planning:

1. Establishes both short and long-range goals for the district, making sure that they are educationally sound, financially feasible, and administratively practicable; fosters new ideas, acts as a catalyst for change and innovative thinking, accepts accountability for the overall effectiveness of the district through leadership, authority, and responsibility.
2. Serves as chief educational consultant of the board of education, especially when it seeks professional advice about possible alternatives and their probable consequences as related to educational policy.
3. Establishes and maintains an organizational system with clearly defined lines of authority and responsibility for all members of the school staff and is responsible for the proper administration of the school within this framework.
4. Assumes full responsibility for making all recommendations to the board of education on all phases of school operation, after soliciting input from the staff.
5. Is responsible for the planning and use of all school facilities and for the control and supervision of all school buildings, grounds and equipment, subject to the policies and regulations adopted by the board of education.

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6. Recommends plans for a long-range maintenance program for renovations of the school property and for new construction, and is responsible for the proper execution of approved plans.
7. Keeps the board of education informed of the school district's progress toward achieving its goals and objectives.
8. Prepares long-range plans and feasibility studies to form the framework for decision making.
9. Grasps educational and management issues, develops solutions to problems, and places analyses of problems and proposals for solutions within a conceptual framework that promotes enlightened decisions.

Conflict Resolution:

1. Resolves differences through decision-making and involvement.
2. Hears suggestions or complaints regarding the operation of the school: makes decisions in matters of controversy between various school employees, pupils, parents of pupils or patrons, when the controversies relate to school affairs and have not been resolved mid-level.
3. Listens to and makes judgments regarding any grievance on contract administration.
4. Develops a negotiation team, which will meet with the board to recommend position statements on all matters regarding negotiations.
5. Directs the issuing of rules or regulations regarding procedures to be followed in the district on all matters.

Board of Education Relationships:

1. Notifies all members of the board of all regular and special meetings and attends all meetings.
2. Organizes and presents issues for board attention and coordinates staff to produce data, rationales, and alternatives for decision-making.
3. Demonstrates a clear understanding of the respective roles of the board and the superintendent.
4. Develops, with the board, a systematic evaluation process for the superintendent.
5. Demonstrates skill in communicating with the board (in writing and orally); responds in a timely manner to the board's directives and requests.
6. Interacts with members in an ethical, sensitive, and professional manner; demonstrates trust and respect for board members and encourages the same collegiality among them.
7. Meets the board's expectations regarding the; (1) need for information prior to meetings; (2) preparation for meetings; and (3) organization of board meetings (for example: logistics, conducive physical environment, agenda, and arrangement with media representatives).

Professional Growth and Development:

1. Seeks out and participates in professional development programs.
2. Actively participates in professional activities, share ideas and information with other professionals, and initiates action to confront problems facing the profession.

Contract: Twelve month position

Evaluations: As outlined in the district's administrative evaluation program.