

WATERTOWN SCHOOL DISTRICT  
JOB DESCRIPTION  
SUPERINTENDENT OF SCHOOLS

**BASIC FUNCTION OF THE POSITION:**

Provide leadership in developing and maintaining educational programs and services.

**QUALIFICATIONS****Mandatory:**

Experience in teaching (5 years) and school administration (5 years)  
Master's Degree in Educational Administration  
Valid Superintendent's Certificate in South Dakota

**Desirable:**

Experience as a Superintendent or Central Office Administrator.  
Doctorate Degree in Educational Administration.

**EMPLOYMENT INFORMATION:**

Employed by the School Board  
Reports to the School Board  
Salary is set by the School Board

**DUTIES AND TASKS OF THE POSITION:****I. District Leadership****A. Leads by example**

1. Assumes responsibility for the leadership of the District's educational program.
2. Directs the accreditation process to insure the District meets the Department of Education requirements.
3. Serves as a liaison with the South Dakota Department of Education, LATI, LAMD, private schools and the City of Watertown to enhance the instructional program for the District.
4. Supervises and participates in preparation of required reports to the county, state and federal government.
5. Maintains accurate, timely, complete, and well-documented records and reports.
6. Implements effective time management techniques.

**B. Displays the district's mission**

1. Coordinates the development of District goals and objectives.
2. Focuses planning of District priorities on long-range needs.
3. Analyzes data to determine effectiveness of District goals and objectives.
4. Adjusts timelines for work as necessary and communicates the changes.
5. Maintains a planning record with enough detail to provide evidence of sequential implementation.
6. Facilitates the analysis of student achievement programs, works with the Assistant Superintendent and building principals in analyzing results and

providing programs to address needs, and provide student achievement data to the board.

7. Conveys the belief that each student is an important person.
- C. Promotes high expectations
  1. Conveys the meaning and importance of high expectations to staff.
  2. Relates the school's commitment to excellence to parents and the community at large.
  3. Uses leadership abilities to positively influence the lives of students, staff, and parents.
- D. Delegates and shares responsibility
  1. Identifies tasks and allocates responsibilities to co-workers and communicates expectations when delegating responsibilities.
  2. Follows through with the implementation of decisions.
  3. Provides authority and support for those responsible for delegated tasks.
  4. Encourages others to accomplish professional and organizational goals.
- E. Recognizes and credits others
  1. Recognizes the work of staff within the District.
  2. Reinforces staff members and community members who support the culture of the District.

## II. Management and Governance

- A. Administers the board policy
  1. Administers the operation of the school system, guided by policies adopted by the School Board under statutes of the state and federal government.
  2. Develops administrative principles and procedures implementing Board policies.
  3. Together with staff, provides continuous appraisal of all policies originating with the School Board.
  4. Coordinates requests for tuition waiver and home schooling.
- B. Evaluates financial status and makes recommendations for future funding.
  1. Sets appropriate financial priorities for the district's resources.
  2. Supervises the preparation of the school budget for the School Board.
  3. Facilitates the development and administration of the budget for the District.
  4. Acts as the advisor for the School Board on the school budget.
  5. Monitors the financial records of the school district.
  6. Working with the Business Manager, prepares and submits to the School Board an estimate of the expenditures and receipts for the ensuing year.
- C. Evaluates the security and maintenance of the District's facilities
  1. Provides procedures for security of facilities and safety of students and staff.
  2. Coordinates the maintenance, repair, and improvements to meet the District's needs.
  3. Monitors the condition of all facilities.
  4. Provides design in planning continuity for the District's educational learning environment.
  5. Recommends plans for future school sites and initiates recommendations for school building programs.
- D. Promotes programming
  1. Involves parents and community members in program development.
  2. Participates as an active member of committees and task forces within the District.
  3. Develops events/activities which are meaningful to the school community.
- E. Engages in legislative process

1. Maintains contacts with local and state legislators relating to the local educational issues.

### III. Board Relationships

- A. Communicates and keeps Board informed
  1. Prepares and presents a school calendar for the School Board's approval.
  2. Prepares the agenda for each School Board meeting.
  3. Adjusts timelines for work as necessary and communicates the changes.
- B. Offers professional advice
  1. Plans, monitors, and reports to the School Board on progress and meeting personal and District goals.
- C. Promotes positive Board/Superintendent relationship
  1. Works with the Board in a positive manner.
- D. Utilizes decision-making process
  1. Prepares and submits to the Board for approval several courses of study and curriculum that are to be offered in the District.
  2. Performs such other duties as the Board may determine.

### IV. Communication

- A. Communicates expectations
  1. Communicates plans to staff and others as appropriate.
  2. Conveys to all staff the importance of professional and personal growth.
  3. Conveys to students, staff, and the community the importance of education to individual success and the future of society in general.
  4. Emphasizes the purpose for the existence of our public education system and the importance of the performance of each staff member within the District.
- B. Listens and provides feedback
  1. Provides positive reinforcement to staff.
  2. Responds to concerns expressed by community members and staff members.
- C. Builds consensus
  1. Is accessible to staff.
  2. Manages the concerns of staff.
  3. Involves/consults staff and others as needed.
  4. Seeks staff participation in the decision-making process when it impacts them.
  5. Contributes to harmony and unity within the organization.
  6. Establishes a climate which encourages communication among departments and staff.
  7. Involves the community, parent groups, and students as appropriate.
  8. Promotes the attainment of the District's goals by creating unity and harmony among staff and community.
  9. Implements participatory management techniques throughout the District.
  10. Develops a team concept using students, staff, and parental input when addressing District issues.
- D. Develops positive public relations
  1. Assumes responsibility for all types of public information activities in an effort to insure support for stated District objectives.
  2. Communicates with all staff in a friendly and courteous way.
  3. Recognizes and demonstrates appropriate human relations skills when interacting with students, staff, and parents.
  4. Creates an "open door" atmosphere where staff members and community members feel comfortable sharing their thoughts about District programs.
  5. Uses leadership role to establish the school as a positive community resource.
- E. Utilizes effective internal/external communication.

#### IV. Instructional Leadership

- A. Supports curriculum and instructional development
  - 1. Supervises and approves the staff development programs for certified and non-certified staff.
  - 2. Work with the staff to develop and implement instructional objectives.
  - 3. Supervises and recommends for adoption the selection of all textbooks and supplementary instructional materials.
  - 4. Maintains active membership in state and national organizations for staff development in order to provide the District with resources and ideas.
- B. Promotes staff development to achieve district goals
  - 1. Establishes a climate which emphasizes the basic concept of the growth and development of each person as the highest priority of the District.
  - 2. Provides opportunity for staff input into the development of goals and objectives.
  - 3. Involves the staff in establishing priorities and strategies for improvement of the educational facilities and program.
- C. Utilizes effective personnel practices
  - 1. Welcomes new employees and assists them in becoming acclimated to the District and the community.
  - 2. Facilitate the negotiation of contracts for all employees.
- D. Understands and utilizes project management strategies
  - 1. Assists the staff in placing a high priority on time management.
  - 2. Follows a systematic plan for attaining personal and professional growth.
- E. Evaluates staff effectively
  - 1. Facilitates the supervision of all staff members.
  - 2. Directs the assignment and transfer of District personnel in accordance with Board policy, negotiated agreements, and the needs of the District.
  - 3. Recommends to the School Board the hiring and dismissal of all certified and non-certified personnel of the District.
  - 4. Provides constructive feedback to staff members on their performance.
  - 5. Evaluates staff performance that accentuates professional development and personal growth.
  - 6. Visits classrooms regularly to monitor instructional needs.
- F. Engages in learning
  - 1. Gains knowledge of local, state, and national educational issues that may benefit the District.
  - 2. Keeps up-to-date in educational research.

#### V. Symbolic Leadership

- A. Models strong ethics and values
  - 1. Demonstrates high personal integrity and high standard of conduct.
- B. Maintains composure
- C. Utilizes constructive criticism to improve
- D. Attends public/school events
  - 1. Models citizenship by participating in community activities.
  - 2. Attends community activities as a representative of the District.
  - 3. Joins community groups as a representative of the District.
- E. Speaks and writes effectively
  - 1. Speaks to community groups as the spokesperson for the District.
  - 2. Interprets school programs to parents, community and the media.