JOB DESCRIPTION

POSITION: Superintendent of Schools

REPORTS TO: Caesar Rodney School District Board of Education

Job Goals:
Under direction from the Board and in accordance with federal and state laws, the Superintendent is responsible for effective and efficient District operation by planning, organizing and supervising staff activities; providing instructional leadership, including directing the implementation and evaluation of curriculum; ensures students have equal access to programs and resources to maximize academic achievement of all students; assists the Board in developing and executing strategic goals and initiatives; ensures administration of human resource policies and agreements; proposes annual operating budget and monitors resource allocations in compliance with applicable policies and laws; oversees construction, maintenance and renovation of District properties; monitors student support services including transportation, nutrition, health and safety. Goal oriented, the Superintendent must demonstrate high ethical and moral standards in all professional activities and solicit the same qualities from others.

Job Qualifications:

- Earned Doctorate preferred with a minimum qualification of a Master’s degree in an education-related field.
- Possession of Delaware School Leader II Certification or eligible based on State Certification requirements, criminal history background check required.
- Working knowledge of Delaware’s public education system laws, regulations and budget preferred.
- Documented success as an instructional leader with proven record of improving student achievement at every educational level, an advocate for continuing professional development at every level.
- Demonstrated knowledge of curriculum development, instructional practices and program evaluation for meeting the needs of a diverse student population.
- Minimum five (5) years successful experience as a district and/or school level administrator.
- Excellent communication and interpersonal skills with the ability to work collaboratively within diverse stakeholder groups to include community members, collective bargaining unit members and leadership, elected officials and existing administrative team.
- Residency within the State of Delaware required. Stipend offered for candidates residing within the District.
Essential Job Functions:

Board/Superintendent Relationship

- Serving as the Executive Secretary of the Board under the direction and authority of the Board.
- Planning and initiating programs and policies concerning the organizational, operational and educational function of the District as directed by the Board with ultimate responsibility for the execution of these programs and policies.
- Ensuring adherence to Board policies and District procedures.
- Reviewing, and where appropriate, making recommendations to alter Board policy and District procedures.
- Assisting the Board in developing short and long-range goals and methods to evaluate operational effectiveness.
- Keeping the Board informed by written and oral reports as to the operation and needs of the District.
- Performing other duties as deemed necessary and appropriate under the direction of the Board.

Instructional Leadership:

- Directing the daily operation of schools and academic programs by organizing and motivating District staff in a collaborative manner that includes effective and timely decision-making.
- Arranging for the systematic evaluation of staff and programs by responsible administrators and maintaining compliance with State laws, rules and regulations.
- Ensuring educational equality for all district students’ and unbiased access to appropriate educational programs, including pupil personnel, extracurricular activities and other supplemental programs deemed necessary.
- Overseeing a timely review of all curricular areas required by law as well as other subjects the Board may require and make recommendations to the Board for the improvement of curriculum.
- Providing for appropriate methods of teaching, supervision and administration in the schools as necessary.
- Making recommendations regarding the needs for instructional and non-instructional materials and equipment and recommending plans for improvements, alterations or other changes in the buildings or surrounding grounds.
- Maintaining a current knowledge of developments in curriculum and instruction through professional learning and training activities.
- Contributing to the improvement of public education in Delaware through active participation with professional associations, business round tables and/or regional/national school administrator leadership groups.
- Interpreting and/or supervising the implementation of all Federal and State laws relevant to education.
**Personnel Administration:**

- Recommending the employment of, assigning, and supervising the work of all employees through subordinate staff.
- Exercising accountability by recommending promotion, salary changes, demotion or discharge of employees based on periodic performance evaluation or other professional assessments by relevant supervisors.
- Establishing internal administrative operational procedures, job descriptions, rules and regulations for all employees relating to personnel actions, collective bargaining agreements, financial disbursements and accounting requirements, equipment/facilities operation and use, food service, safety and staffing requirements.
- Supporting effective staff development programs linked to the District’s strategic plan and employee professional goals.

**Communication:**

- Communicating directly, or through delegation, all personnel actions by the Board to all employees and receiving communication from employees to be made to the Board.
- Engaging with students, parents, teachers, community members and other constituencies in activities to motivate engagement, encourage teamwork, strengthen student services, identify shortcomings and/or address problem areas.
- Articulating both verbally and in writing the District’s vision, successes and challenges to elected officials, community and business leaders, federal/state public education representatives and/or other relevant groups.

**Fiscal Astuteness:**

- Directing the development of, and making recommendations for, the yearly operating budget on a timely basis that reflects the needs of the District and insures the most efficient use of District assets and resources.
- Establishing and maintaining efficient procedures and effective controls for all expenditures of school funds in accordance with the Delaware state education finance system and the District’s adopted budget.
- Reporting to the Board on the financial condition of the school system.

**Facilities Management:**

- Preparing long-range and short-range plans for utilization of facilities in accordance with District strategic goals.
- Ensuring the proper maintenance of all school property.
- Monitoring all construction, renovation, or demolition of school facilities.
- Under board direction Maintaining and implementing policies for the use of school property.
● Overseeing and implementing policies for safe school facilities

**Physical Requirements:**

The physical demands of this position will also include the ability of the incumbent to perform all of the essential functions and related responsibilities of the position with or without reasonable accommodations.

**Caesar Rodney School District Employee Responsibilities:**

All employees of the Caesar Rodney School District are expected as a requirement of their specific job function to:

- Represent one’s self and the District in a positive and professional manner consistent with a personal commitment to fulfilling the District’s mission statement and core values while displaying service and involvement, creativity and innovation, dignity and respect, personal and professional integrity, and a duty to safeguard sensitive or confidential information from intentional or unintentional disclosure;
- Interact and work cooperatively with students, parents, staff and the district community in a timely and courteous manner.
- Maintain current working knowledge of policies and regulations necessary to perform their essential job functions as well as answer work-related and general information questions;
- Achieve and maintain professional standards required and/or desirable for professional accreditation in the chosen profession;
- Participate in school/departmental activities, meetings, and/or committees to advance District initiatives and to foster personal input and professional teamwork and to assist the District in achieving the goals of the strategic plan;
- Abide by all Federal and State laws, Board policies and District regulations; and,
- Perform other duties as may be assigned by the Board.