

SUNNYVALE SCHOOL DISTRICT CLASSIFICATION DESCRIPTION

SUPERINTENDENT

REPORTS TO:	Board of Education
SUPERVISES:	Chief Business, Human Resources and Instructional officers, principals, secretary
WORK PERIOD:	Per contract 220 days, 12 months

PRIMARY PURPOSE

The superintendent's responsibility is to create comprehensive, relevant learning experiences for every child. The superintendent is to ensure that the school district establishes and communicates clear and valid learning objectives; demonstrates its control of resources, programs, and personnel; demonstrates internal consistency and rational equity in its program development and implementation. Further, the superintendent is to assure that the school district uses the results from district designed or adopted assessments to adjust, improve, or terminate ineffective practices or programs. The superintendent is responsible to guide continuing improvement and productivity in support of developing student responsibilities as a citizen in a global society.

ESSENTIAL JOB DUTIES

1. Keeps learning and standards based achievement for students as the primary focus.
2. Serves as the district's chief executive officer and secretary of the Board of Education.
3. Provides leadership for the overall direction of the school district operation.
4. Facilitates broad-based involvement in bringing recommendations to the Board of Education on the District's philosophy, mission and goals.
5. Performs analyses of major issues requiring School Board decisions. Develops and submits reports that identify issues, interests, options, alternatives and recommendations based on identified criteria.
6. Recommends policies to the Board of Education. Develops administrative regulations for the implementation of Board policies.
7. Recommends the selection, appointment, and assignment of personnel.
8. Establishes and maintains a plan of organization to achieve the District mission; provides for the proper delegation of authority and responsibility.
9. Informs the Board of Education of student achievement and the state of the District.
10. Assures the preparation and submission of all reports that are required by law and regulations of the state and federal government.
11. Serves as an advocate for public education; maintains a high visibility and involvement in the District and community.
12. Develops positive relationships. Responds to the needs of students, parents, staff, and other constituents of the District.
13. Promotes a District and community climate conducive to teamwork, trust, commitment, openness, high morale and collaboration.
14. Establishes effective methods of measuring personnel performance; assigns, promotes, disciplines, suspends, or dismisses employees of the District in accordance with contract, policy, State and Federal law.
15. Promotes a climate for collaborative bargaining; provides direction to employee contract negotiations and the management of labor contracts.

16. Provides for the development of staff talent to meet the District mission.
17. Directs the preparation and monitoring of the annual district budget.
18. Develops and recommends student housing plans, school attendance boundary lines, and transportation plans.
19. Reviews, recommends or approves contracts, agreements, expenditures and documents.

OTHER JOB DUTIES

Performs other duties as may be directed by the Board of Education or required by law.

WORKING RELATIONSHIPS

Reports to the Board of Education. Supervises chief instructional, business, human resource officers, principals, and secretary.

WORKING CONDITIONS

Work is performed in an office environment with occasional travel to schools, other district facilities and to sites outside the district. The position requires: visual and mental concentration with a high level of organization skill; a high level of interaction with others through routine communications; routine interruptions, heavy telephone contacts and a heavy meeting schedule, extra hours and regular attendance at functions before and after the regular work day; prolonged periods of sitting; exposure to visual display terminal for prolonged periods; frequent dealings with distraught, angry or hostile individuals; representing the district on potentially controversial matters; and working under conditions characterized by potential for high levels of stress.

QUALIFICATIONS

Knowledge, Skills and Abilities

Must demonstrate a successful level of the knowledge, skills and abilities listed below:

- Knowledge of education research.
- Knowledge of curriculum and instruction.
- Knowledge of effective managerial principles, methods and practices.
- Knowledge of laws and standards related to education.
- Knowledge of effective human resources practices.
- Ability to develop and administer an instructional program to meet the educational needs of students within the fiscal capabilities of the District.
- Ability to perform problem analysis.
- Ability to use good judgment.
- Ability to organize.
- Ability to act decisively.
- Ability to lead.
- Ability to be sensitive to needs and concerns of others.
- Ability to tolerate stress.
- Ability to communicate effectively, orally and in writing.
- Ability to articulate a well reasoned educational philosophy; be receptive to new ideas and change.
- Ability to create a climate of trust and collaboration.
- Ability to inspire high levels of commitment and achievement in others.

- Ability to establish and maintain effective working relationships.
- Ability to maintain prudent fiscal management with an emphasis on building and monitoring budgets in relation to program priorities.
- Ability to provide direction of the operations of a suburban public school district.

Education and Experience

An earned doctorate in Educational Administration or other area related to responsibilities preferred and experience as a school administrator; or any equivalent combination of education, experience and training that provides the applicant with the knowledge, skills and abilities required to perform the work.

Allowable Substitutions

Qualifying management experience, as determined by the Board of Education, may substitute for education or school administrative experience.

Licensing and Certification

As required by law.

EVALUATION

Evaluation responsibilities are assigned to the Board of Education.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.