

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE 1986
 LAST REVISION DATE October 1998
 BAND & GRADE F-10-3-26

POSITION TITLE Superintendent of Schools

IMMEDIATE SUPERVISOR Board of Education

Job Summary (Basic Purpose of Position)

Directs all major operations of the school district and cooperatively creates the vision, mission and goals for the school district.

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.00 DIRECT MAJOR OPERATIONS OF THE SCHOOL DISTRICT 1.01 Keeps the board informed on issues, needs and operation of the school district. 1.02 Gives advice, recommendations and cautions to the school board. 1.03 Recommends, interprets and executes school board policy. 1.04 Communicates effectively with all publics. 1.05 Provides the board with appropriate written and verbal communication. 1.06 Implements board goals. 1.07 Works effectively with the media. 1.08 Speaks effectively in the community for public education. 1.09 Employs collaborative and participatory processes. 1.10 Works effectively with the press, business and private agencies. 1.11 Works with staff, students and patrons without favoritism. 1.12 Evaluates administrative staff each three years. 1.13 Provides leadership in the collective bargaining process. 1.14 Recruits quality staff. 1.15 Monitors the budge process.	E F F E E F E E F F E E F F			Knowledge of : 1. Applicable statutes, regulations and judicial rulings. 2. School board policies and regulations. 3. School finance. 4. School facilities planning, operation and maintenance. 5. Personnel practices and procedures. 6. Curriculum theory and practice. 7. Instructional theory. 8. Leadership theory. 9. Organizational theory. 10. Public relations. 11. Group dynamics. 12. Decision-making theory. 13. Time management practices.	1.00 Evidence exists that: All major operations are conducted in accordance with standards and ideals acceptable to the board, and/or in accordance with applicable federal and/or state statutes/regulations. Attainment of, or progress toward, all goals and objectives is in accordance with the procedures and criteria established at the time of the goals and objectives are approved by the board.

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1.16 Is articulate in all written and oral communications.	E			Ability: 1. Plan	
1.17 Uses time and energy effectively.	E			2. Organize	
1.18 Monitors all legal matters in the school district.	F			3. Delegate	
1.19 Facilitates the development of a district-shared mission.	F			4. Control	
1.20 Provides direction and purpose for district employees.	F			5. Direct	
1.21 Assists in the formulation of long- and short-range goals.	F			6. Manage	
1.22 Sets priorities for the school district.	F			7. Allocate	
1.23 Provides intellectual stimulation and supports innovation.	E			8. Communicate	
1.24 Keeps the board informed on legislative issues.	E			9. Motive and lead others.	
				10. Mediate	
				11. Initiate	
				12. Listen	
				13. Maintain composure.	
				14. Perform under pressure.	
				15. Accept responsibility.	
				16. Make decisions.	
				17. Relate to others.	
				18. Supervise others.	
				19. Utilize technology.	