



Longview Independent School District

JOB DESCRIPTION SUPERINTENDENT

JOB TITLE:	Superintendent	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Board of Trustees	TERMS:	226 Days
DEPARTMENT:	Education Support Center	PAY GRADE:	

PRIMARY PURPOSE:

Act as the educational leader and chief executive officer of the district, responsible for the effective execution of policies adopted by the district's board of trustees; assume administrative responsibility for the planning, operation, supervision, and evaluation of the education programs, services, and facilities of the district and for the annual appraisal of district staff

QUALIFICATIONS:

Education/Certification:

Master's Degree in Educational Administration from an accredited college or university
Valid Texas Superintendent Certificate or other appropriate certification

Special Knowledge/Skills:

- Thorough knowledge of school law, school finance, and curriculum and instruction
- Ability to manage budget and personnel
- Ability to interpret policy, procedures, and data
- Exceptional organizational, communication, public relations, and interpersonal skills

Experience:

Five years leadership experience in school administration

MAJOR RESPONSIBILITIES AND DUTIES:

Instructional Management

1. Be informed about all aspects of the instructional program and ensure that there is a continuous focus on improving student academic performance
2. Work with the staff, board, and community to plan curriculum



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Instructional Management (continued)

3. Develop, evaluate, and revise the district improvement plan annually with the assistance of the district-level committee
4. Prepare reports and assist the board in evaluating the effectiveness of school programs

School or Organization Morale

5. Demonstrate skill in anticipating, managing, and resolving conflict
6. Provide for two-way communication with district personnel

School or Organization Improvement

7. Conduct periodic evaluations of all programs and operations to determine improvements needed to reach goals of district and campus improvement plans
8. Use a collaborative decision-making and problem-solving process
9. Promote goal-oriented performance and support the achievement of campus performance objectives (academic excellence indicators)

Personnel Management

10. Recommend the number and types of positions needed to carry out district functions effectively and organize the district's central administration
11. Promote a positive work environment that fosters high staff morale and excellence in the district
12. Employ non-contractual personnel; recommend contractual personnel for employment
13. Assign and reassign all personnel; exercise final authority over transfer of educators due to enrollment shifts or program changes
14. Define the duties of all personnel
15. Direct and supervise the staff evaluation program



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Personnel Management (continued)

16. Initiate the termination or suspension of employees or non-renewal of term-contract personnel; dismiss non-contractual personnel
17. Serve as liaison between the board and staff
18. Develop and recommend pay systems, pay increases, or pay adjustments for personnel; administer pay systems
19. Support all professional development activities

Management of Fiscal, Administrative, and Facilities Functions

20. Be informed of developments in state, federal, and local laws, and changes in public policy affecting education
21. Develop administrative procedures and regulations to manage school operations and implement policies adopted by the board
22. Accurately prepare and submit in a timely manner all reports required by the board, the Texas Education Agency, and other federal and state agencies and any records subpoenaed by a court of law
23. Prepare and submit annual proposed budget to the board
24. Direct and supervise all financial accounting and ensure that funds are spent in accordance with the approved budget and managed effectively
25. Ensure compliance with all applicable state and federal requirements
26. Ensure that the school's plant and facilities are properly maintained and that adequate provision is made for the safety of students, employees, and other users of school facilities
27. Monitor district property, casualty, and worker's compensation loss experience to ensure that appropriate risk management and loss control strategies are employed



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Student Management

28. Ensure a favorable education environment through the implementation of an equitable and effective system of student discipline management
29. Work with staff, board, and community to plan and implement support services for students

School or Community Relations

30. Develop and implement effective communication between the schools and community; promote community support and involvement with the schools
31. Represent the district in activities involving other school systems, institutions, agencies, and professional or community groups

Professional Growth and Development

32. Formulate, with the board, an annual professional development plan and assist the board in designing a process for evaluating the superintendent's performance
33. Pursue professional development through reading, attending conferences, and involvement with related agencies or organizations

Board Relations

34. Assist the board in identifying individual and team training needs and in arranging training opportunities
35. Prepare board agendas and meeting materials in cooperation with the board president
36. Attend and participate in all board meetings except closed meetings from which the superintendent is excluded, such as when the board wants to discuss the superintendent's contract or evaluation privately
37. Keep the board continuously informed on issues, needs, and operations of the district
38. Recommend policies to the board for adoption and oversee the implementation of adopted policies
39. Exercise discretion and judgment in matters not covered by board policy



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Board Relations (continued)

40. Interpret board policies to the staff and community and implement them accordingly
41. Serve as custodian of all board minutes and records
42. Communicate with the district's attorney on matters in litigation or matters potentially in litigation except as otherwise directed by the board

Other

43. Comply with district policies, as well as state and federal laws and regulations
44. Adhere to the district's safety policies and procedures
45. Maintain confidentiality in the conduct of district business
46. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
47. Demonstrate regular and prompt attendance
48. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Exercise general supervision over all schools in the district; maintain authority over all district employees and over programs they are responsible for implementing; be accountable to the board of trustees

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data



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WORKING CONDITIONS: (continued)

Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, pulling, pushing; move small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

EVALUATION:

Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: July, 2009