

**Qualifications/Powers and Responsibilities of Superintendent**  
(Job Description)

TITLE: Superintendent of schools

- QUALIFICATIONS:
1. Citizen of the United States and of good moral character
  2. Appropriate administrator's license
  3. Minimum of five successful years in education with administrative and classroom experience
  4. Proven record of leadership in previous assignment.

REPORTS TO: Board of Education

SUPERVISES: Directly or indirectly all employees of the district.

JOB GOAL: To provide leadership in developing and maintaining the best possible educational programs and services.

**PERFORMANCE RESPONSIBILITIES**

The superintendent of schools shall be responsible for the general management of the schools of the district under the requirements of the state and the policies of the Board. The superintendent shall be responsible for guiding the development of the educational objectives and programs of the school district to fulfill the educational needs of all students. The superintendent shall provide overall direction to the activities of the school district and its personnel toward the accomplishment of district goals, administer the policies of the Board, conserve the school district's assets and resources, and maintain and enhance the school district's standing in all its internal and external relationships.

The management responsibilities of the superintendent shall extend to all activities of the district, to all phases of the educational program and to all parts of the physical plant.

1. The administration of the school system in all of its aspects shall be delegated to the superintendent who shall carry out those functions in accordance with the policies adopted by the Board. The superintendent may delegate duties where appropriate but shall remain fully responsible for the operation and fulfillment of these duties.
2. The Board shall delegate the execution of the internal operation of the school system to the superintendent.
3. The superintendent shall be the chief administrative officer of the Board and the administrator of all its divisions and staff. As such, the superintendent prepares the agenda for each Board meeting, attends all Board meetings and meetings of special Board committees except when his or her contract is being considered. The superintendent participates in all Board deliberations in which he or she is legally permitted and when such meetings do not involve the superintendent's employment.
4. The superintendent shall develop and employ a system for disseminating information regarding the needs of the school system, school programs and accomplishments of the school district to the Board, staff, educational agencies and constituents of the community.

**SPECIFIC DUTIES:**

1. Carries out the philosophy, objectives and policies approved by the Board in conformity with the regulations of the Colorado Department of Education and in accordance with state and federal laws relating to education.
2. Apprises the Board of changes in status, regulations and laws affecting the district.

3. Develops administrative procedures for implementing Board policies as well as provides for a continuous appraisal of all policies originating with the Board.
4. Establishes procedures and recommends changes or additions in both licensed and classified staff positions as he or she determines necessary for the efficient operation of the district.
5. Functions as director of curriculum and instruction for the district. As such, directs the evaluation of all licensed personnel, the development of curriculum design and evaluation, and the planning and delivery of inservice training of all staff.
6. Functions as the director of federal programs. As such, is responsible for the development and timely delivery of all applications, evaluations and reports as may be directed by the Colorado Department of Education.
7. Recommends employees to the Board for appointment, demotion, transfer or dismissal. Acts as chief negotiator for the Board in matters relating to conditions of employment for all district employees. May require work and progress reports for any or all employees.
8. Causes the annual budget to be prepared and submitted to the Board with explanation and recommendations at least 90 days before the beginning of the fiscal year.
9. Functions as the business manager of the district. As such, is responsible for the expenditures of all funds within the budget. Ensures that appropriate controls and audits are conducted subject to Board, state and federal policies.
10. Oversees adherence to all pertinent statutes, policies and regulations mandated by the State Board of Education and supplied by the Colorado Department of Education.

11. Conducts continuous appraisal of the total education program of the district and makes reports of such to the Board.
12. Oversees and evaluates the food service, maintenance and transportation departments of the district.
13. Is responsible for the development of long-range plans for the improvement of grounds, facilities and equipment within budget constraints.
14. Serves as a member of the accountability committee.
15. Advises the Board immediately when any disaster or extremely adverse situation arises which likely would excite public or press attention and inquiries.
16. Receives any complaints regarding the operation or services of the school. When unable to satisfactorily adjust the matters of complaint, reports the full information to the Board.
17. Informs the Board at monthly meetings of any current or foreseeable problems of a nature serious enough to warrant Board attention.
18. Plans periodic Board/administrative/accountability meetings, workshops and/or other retreats for joint long-range planning.
19. Functions as a representative of Swink School District on all councils and committees of organizations in which the school district is a member.

Adopted: June 12, 1979

Revised: February 14, 1989

Revised: November 24, 1992

Revised: October 12, 2010

LEGAL REF.: C.R.S. 22-9-106 (4) (*qualifications to evaluate personnel*)

Swink School District #33, Swink, Colorado