

**JOB DESCRIPTION**

**TITLE:** Superintendent of Schools

**REPORTS TO:** Cabell County Board of Education

**EMPLOYMENT TERM:** One to four years

**SALARY SCHEDULE:** Negotiable

**SUPERVISES:** Directly, or indirectly, every district employee

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

**QUALIFICATIONS:**

1. Hold or be eligible for certification as Superintendent.
2. A minimum of three (3) years public school teaching experience preferred.
3. A minimum of three years administrative experience related to the operation of a school system. Administrative experience as a school principal or other school or school system administrator such as central office administrator, county superintendent, county assistant superintendent, or other similar positions.
4. Documented success in improving student achievement which may be determined, in part, through the county board's structured interviews of screened applicants having applied for the position of county superintendent and/or other measures as determined by the county board.
5. Earned Doctorate preferred.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable, providing these alternatives do not conflict with state laws, policies of the state Board of Education or the Cabell County Board of Education.

**RESPONSIBILITIES:**

1. Acts as the chief executive officer of the county board as may be delineated in his or her contract or other written agreement with the county board, and, under the

- direction of the state board, execute all its education policies.
2. Reports promptly to the county board in such manner as it directs whenever any school in the district appears to be failing to meet the standards for improving education (§18-4-10[4]).
  3. Keeps the county board apprised continuously of any issues that affect the county board or its schools, programs and initiatives. The county superintendent shall report to the county board on these issues using any appropriate means agreeable to both parties. When practicable, the reports shall be fashioned to include a broad array of data and information that the county board may consult to aid in making decisions (§18-4-10[9]).
  4. Attends and participates as secretary to the Board in all meetings of the Board except when the tenure, salary or administration of the county superintendent is under review (§18-4-10[7]).
  5. Administers as chief school executive, the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board.
  6. Advises the Board on the need for new or revised policies and sees that all policies of the Board are implemented.
  7. Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions.
  8. Reports to the Board such matters as deemed material to the understanding and proper management of the schools, or as the Board may request.
  9. Supervises the carrying out of all laws, regulations, and Board policies.
  10. Makes all administrative decisions within the school necessary to the proper function of the school district.
  11. Makes such rules and gives such instructions to school employees and students as may be necessary to implement Board policy.
  12. Delegates, at own discretion, to other employees of the Board the exercise of all powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the Superintendent of final responsibility for the action taken under such delegation.
  13. Oversees the timely revisions of all curriculum guides, courses of study, and selection of textbooks.
  14. Secures and recommends for employment the best qualified and most competent professional and service personnel.
  15. Recommends to the Board the transfer and other personnel actions as the interest of the district may dictate.
  16. Holds such meeting of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
  17. Submits to the Board a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums.
  18. Directs the preparation of the annual budget for adoption by the Board, and administers the budget as enacted by the Board, acting at all times in accordance with

- legal requirements and adopted Board policies.
19. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget.
  20. Provides suitable instructions and regulations to govern the use and care of school properties.
  21. Recommends to the board sales of all property no longer required by the Board and supervises the proper execution of such sales.
  22. Maintains directly, or through delegation; such personnel records; pupil accounting records, business records, and other records which are required by law and by Board policy.
  23. File, or causes to be filed, all reports required by the state and the school code.
  24. Recommends the establishment or alteration of attendance boundaries for all schools in the district.
  25. Represents the district in its dealings with other school systems, institutions, agencies, and community organizations.
  26. Keeps informed of modern educational thought and practices by advanced study, visiting school systems elsewhere, attending educational conferences, and by other appropriate means, and keeps the Board informed of trends in education.
  27. Represents the Board as liaison between the school district and the community.
  28. Establishes and maintains a program of public relations to keep the public well informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the schools and the community.
  29. Insures that employees are openly and honestly evaluated on a regular basis.
  30. Performs such other tasks as may from time to time be assigned by the Board.