

Millwood Public Schools 6724 Martin L. King Oklahoma City, Oklahoma 73111	Policy: C-02 Adopted: 6-28-84 Revised: 12-19-94
---	---

**JOB DESCRIPTION**

**TITLE:** SUPERINTENDENT OF SCHOOLS

**QUALIFICATIONS:**

1. An earned master's degree or higher from an accredited college or university.
2. At least eight years of successful experience in teaching, administration, and/or supervisory fields.
3. A valid Oklahoma Standard School Superintendent Certificate.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Board of Education

**SUPERVISES:** Directly or indirectly, all of employees of the District.

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

**PERFORMANCE RESPONSIBILITIES**

1. Interprets for the staff and implements all Board policies and all state laws relevant to education.
2. Supervises either directly or through delegation, all activities of the school system according to the policies of the Board.
3. Represents the Board as liaison between the school district and the community.
4. Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district,  

1 of 3

effecting a wholesome and cooperative working relationship between the schools and the community.
5. Attends and participates in all regular and special meetings of the Board except when own employment or salary is under consideration and makes recommendations of any nature affecting the schools.
6. Reports to the Board such matters as deemed material to the understanding and proper management of the schools, or as the Board may request.

7. Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the Board for review and approval.
8. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval of the Board.
9. Files, or causes to be filed, all reports required by the state and the school code.
10. Makes recommendations to the Board for the selection of personnel of the district.
11. Makes and records assignments and transfers of all employees in keeping with their qualifications.
12. Employs such personnel as may be necessary within the limits of budgetary provisions and subject to the Board's approval.
13. Suspends any employee for just cause and reports such suspension to the Board at the next meeting, thereafter, for final action.
14. Recommends to the Board for final action the promotion, salary changes, demotion, or dismissal of any employee.
15. Prescribes rules for the classification and advancement of students, and for transfer of students from one building to another in accordance with published policies.
16. Summons employees of the district to attend such regular and occasional meetings as are necessary to carry out the educational program of the district.
17. Supervises methods of teaching, supervision, and administration in effect in the schools.
18. Attends such conventions and conferences as are necessary to keep abreast of latest educational trends.
19. Accepts responsibility for the general efficiency of the school system for the development of the school staff and for educational growth and welfare of the students.
20. Defines educational needs and formulates policies and plans for recommendation to the Board.
21. Makes all administrative decisions within the school necessary to the proper function of the school district.
22. Is responsible for scheduling the use of buildings and grounds by all groups and/or organizations.
23. Acts as purchasing agent for the Board and establishes procedures for the purchase of books, materials, and supplies.

24. Approves vacation schedules for all salaried district employees.

25. Conducts periodical district administration meetings.

26. Performs such other tasks as may from time to time be assigned by the Board.

TERMS OF EMPLOYMENT: Twelve months per year. Salary to be established with the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with revisions of the Board's policy on Evaluation of the Superintendent.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
President Date: \_\_\_\_\_

\_\_\_\_\_  
Vice President Date: \_\_\_\_\_

\_\_\_\_\_  
Clerk Date: \_\_\_\_\_

\_\_\_\_\_  
Member Date: \_\_\_\_\_

\_\_\_\_\_  
Member Date: \_\_\_\_\_