

Hamilton School District Position Description

Position Title: Superintendent
Reports to: Board of Trustees

Summary: Under direction of the Board of Trustees, manages the school district acting as an agent of the Board. Provides information and input to the Board, manages school business and serves as liaison between the community and the District.

Essential Duties and Responsibilities: *Other duties may be assigned.*

- Acts as the agent of the Board of Trustees.
- Establishes and prepares meeting agendas, presents items for consideration to the Board, responds to inquiry from the Board.
- Manages and evaluates administrative staff and others under his direct supervision.
- Ensures the communication and interpretation of Board decisions and requests to staff.
- Evaluates performance of Clerk in conjunction with Board.
- Responds to staff and community regarding questions or problems about school operations.
- Recommends policy and program decisions to the Board.
- Develops administrative rules and procedures to implement Board policy.
- Attends all board meetings.
- Oversees the preparation of the annual budget.
- Interviews candidates and recommends candidates to the Board for hiring.
- Attends various organizational meetings outside the District.
- Ensures compliance with appropriate State and Federal Constitutional and statutory rules and regulations.

Supervisory Responsibilities: Carries out supervisory responsibilities in accordance with the organization's policies, contracts and applicable laws. Responsibilities include interviewing, recommending for hire, and supervision of training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: A Master's Degree or higher from an accredited college or university including graduate courses such as supervision and administration of general and special education programs, curriculum and instruction, educational measurement and assessment, curriculum development and educational research. A minimum of three years of

successful teaching experience, a minimum of five years of successful building level administrative and/or district administrative experience is required. Must have strong leadership skills, and communication skills.

Certificates, Licenses, Registrations: Certification for Superintendent

Skills and Abilities: Must be able to speak on demand to large groups of people. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Trustees.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee frequently is required to stand and sit. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this position varies. When touring the building the noise level will be loud, in the office, quiet, and at meetings, moderate.