

Laramie County School District #2
Fall 2005

Title: Superintendent

Qualifications:

1. Wyoming Administrative Certification.
2. School administrative experience.

Terms of Employment:

1. 240 days
2. Salary & benefits determined by Board of Trustees.
3. Designated by contract.

Reports to: Board of Trustees

Essential Functions:

General

1. Implement Board policies and directives.
2. Recommend a comprehensive district plan to meet student achievement expectations.
3. Coordinate the operation of the schools, and the supervision and management of the district instructional programs and personnel.
4. Provide leadership to the Board, staff, students and community in meeting district expectations.
5. Identify needs of the district and report them to the Board.
6. Annually, develop a plan for board consideration to promote involvement of the community, parents/guardians, staff and students in developing expectations for the district.
7. Keep the Board aware of local, state and national educational developments and changes.
8. Take reasonable steps to avoid causing or allowing conditions, procedures, actions or decisions that are or have the potential of being unlawful, unethical, unsafe, disrespectful, undignified or in violation of Board policy.
9. Continually upgrade own professional knowledge and qualifications.
10. Maintains awareness of statewide and national educational development and report such information to the staff and Board.

Policy

1. Act as advisor to the Board in areas needing policy

- development or revision as needs of the district or laws and regulations change.
2. Draft written policy and provide the Board with necessary data and information.
 3. Maintain current, up-to-date manual of district policies.
 4. Implement district policies and assure that the staff, students and community are aware of the intent and importance of those policies.
 5. Develop and implement rules, regulations and procedures necessary to implement the Board's policies and to appropriately manage the school district.
 6. Assist the Board to evaluate its policies.

Meetings

1. Assure compliance with all legal requirements relative to the posting of notices, scheduling of meetings, and maintenance of meeting records.
2. Identify areas of business which the Board must address and cooperate with the Board chairman in developing the agenda.
3. Provide Board members, in advance of the meeting, with sufficient information and data for decision making.
4. Carry out the Board's decisions and instructions. Notify staff and students of the Board's action. Develop plans to follow up on items of concern.
5. Refrain from scheduling inappropriate actions in executive session or introducing inappropriate subjects while in executive session.

Instruction

1. Advise the Board on the educational needs of students, the requirements of the State Department of Education, and the law.
2. Provide leadership to the staff in the continuous development, implementation and evaluation of the instructional program. Recommend additions or changes.
3. Recommend accountability and testing programs to the Board. Implement accountability programs appropriate to district performance standards and educational objectives.
4. Recommend appropriate graduation standards and methods to measure their attainment.
5. With recommendation of the administrative team, assign staff to instructional areas.
6. Regularly schedule presentations and reports by staff on various segments of the instructional program.

Personnel

1. Recommend for hire all district employees to the Board.
2. Supervise or cause to be supervised the work of all employees in the district.
3. Serve as the Board's liaison with the staff.
4. Maintain good working relationships with the staff and maintain lines of communication with individual staff members and employee organizations.
5. Develop with the Administrators and staff a systematic plan for evaluation the performance of all district personnel.
6. Assure that evaluation procedures comply with all legal requirements and reflect principles of good personnel management.
7. Document recommendations for retention or dismissal, identify corrective actions taken on proposals and verify compliance with legal requirements and board policy.

Student Services

1. Implement student policies adopted by the Board.
2. Recommend appropriate policy and rules to maintain adequate services and appropriate control of students.
3. Direct and supervise all student activities, instructional and custodial.
4. Develop and implement appropriate safety and health standards and the procedures necessary to assure compliance with board policy, state standard and legal requirements.
5. Develop and implement procedures to deal with health and safety emergencies.

Support Services

1. Provide for the proper upkeep of facilities and maintenance of equipment.
2. Develop long-range plans for preventive maintenance of buildings, equipment and grounds.
3. With recommendation of the administrative team, assign and supervise support staff.
4. Establish procedures for public use of buildings, facilities, and equipment.
5. Recommend transportation policies. Identify transportation routes and needs.
6. Supervise the transportation system for the district.
7. Recommend to the Board necessary policies to implement the food services program.

Community Relations

1. Inform the community about its schools

2. Recommend community relations activities.
3. Work with parent groups and other organizations. Interpret programs and activities of the district schools to community groups.
4. Serve as a liaison with advisory committees.
5. Establish a working relationship with the news media. Issue news releases as required.
6. Serve as liaison with the community to resolve complaints or grievances, make recommendations to the Board for resolution of complaints that cannot be solved at the administrative level.