

## SCHOOL SUPERINTENDENT

The School Superintendent shall be the chief executive officer of the school system and shall have, under the direction of the Board, general supervision of all district schools, all personnel and departments.

### QUALIFICATIONS:

1. May be employed without holding or being qualified for certification by the Wyoming Professional Teaching Standards Board, pursuant to W.S. 21-7-303.
2. Have successful experience in teaching, administrative and/or supervisory fields.
3. Such other qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Board of Trustees

SUPERVISES: Directly or indirectly, all employees of the district.

### POSTION GOAL:

To inspire, lead, guide and direct every member of the administrative, instructional and supportive services team in setting and achieving the highest standards of excellence, so that each individual student enrolled in our district may be provided with a complete, valuable, meaningful and personally rewarding education.

Further, to oversee and administer the use of all district facilities, property and funds with a maximum of efficiency, a minimum of waste and an ever-present overriding awareness of and concern for their impact upon each individual student's education.

### PERFORMANCE RESPONSIBILITIES:

1. Interprets and implements all Board policies and all state laws relevant to education.
2. Supervise, either directly or through delegation, all activities of the school system according to the policies if the Board.
3. Represents the Board as liaison between the school district and the community.
4. Exercises leadership in the development of a program of school/community 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.
5. Maintains liaisons with social, professional, civic, volunteer and other community agencies and groups having an interest in the schools.
6. Interprets and implements the philosophy, goals and objectives of the School Board to administration, staff and to the community at large, as appropriate.
7. Provides staff leadership to insure understanding of and promote the educational objectives of the district.

8. Provides leadership in the development of long range plans for the schools, including curriculum, personnel, facilities, learning model(s) and finance.
9. Attends and participates in all regular and special meetings of the Board, except when his/her own employment or salary is under consideration, and makes recommendations of any nature affecting the schools.
10. Reports to the Board such matters as deemed material to the understanding and proper management of the schools, or as the Board may request.
11. Assumes; responsibility of 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.
12. 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.
13. Files or causes to be filed, all reports required by the State and the school codes.
14. Coordinates the work of administrative staff members, provides counsel and motivation and fosters an esprit de corps.
15. Attends such conventions and conferences as are necessary to keep abreast of latest educational trends.
16. 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.
17. Defines educational needs and formulates policies and plans fore recommendation to the Board.
18. Makes all administrative decisions within the school system necessary to te proper function of the school district.
19. Conducts periodical district administrative cabinet meetings.
20. Is authorized to sign criminal complaints and to press charges against perpetrators of vandalism against school property, and is further authorized to delegate, as he sees fit, authority to sign such complaints and press charges.
21. Seeks the highest accreditation of the schools by the Wyoming Department of Education.
22. Performs such other tasks as may, from time to time, be assigned by the Board.

**TERMS OF EMPLOYMENT:**

The Board may employ the Superintendent for up to three (3) years. The contract shall state the term of appointment, compensation, and other benefits. Salary and work year shall be established by the Board.

**LEGAL REFS:** W.S. 21-3-111(a)(vi)(A), W.S. 21-5-103(a)(iii), W.S. 21-7-303

Adopted: October 4, 1994  
Revised: September 25, 2001