

# **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

## **JOB TITLE: SCHOOL SUPERINTENDENT**

### **GENERAL STATEMENT OF JOB**

The school superintendent supervises administrative, instructional and support personnel. The superintendent also provides the administrative leadership to all school personnel in carrying out the goals and objectives of the local school system. The superintendent reports to the Local Board of Education.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL JOB FUNCTIONS**

Conceptualizes the broad goals of the school system, translates goals into plans, plans an organization structure capable of accomplishing the goal, assesses the degree to which policies and practices are attained and plans responses to assessed needs.

Assures that the system's goals are represented by the educational goals in a manner consistent with legal, fiscal and organization and community demands. This responsibility involves organizing the implementing an appropriate instructional program, evaluating the program, communicating support system needs to the board; maintaining appropriate working relationships with the board, staff, and community; and complying with the various demands placed on the school system.

Assures that the system's goals are represented by infrastructure objectives pertaining to facilities, personnel, support services, and information management. The superintendent assures that board goals are translated into plans for the infrastructure, that plans are implemented and information is collected, maintained and communicated in an effective manner.

Creates the administrative procedures necessary for implementing personnel and fiscal policies consistent with; system policies; assessed needs; and applicable laws, rules and regulations. Once developed, the superintendent assures that administrative procedures are implemented appropriately.

#### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

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### MINIMUM TRAINING AND EXPERIENCE

Master's degree, with advanced degree/doctorate preferred, in education administration, public or business administration, or a related field and 12 years or more of progressively responsible experience in public administration and management, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### SPECIAL REQUIREMENTS

Licensed by the NC Department of Public Instruction as a principal and/or superintendent. Possesses a valid North Carolina driver's license.

### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, facsimile machines, etc. Must be physically able to operate a motor vehicle. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical requirements are consistent with those for sedentary work, which involves sitting most of the time, but may involve walking or standing for periods of time.

**Data Conception:** Must be able to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Must be able to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

**Language Ability:** Must be able to read and comprehend a variety of correspondence, reports, forms, budget summaries, financial statements, invoices, ordinances, requisitions related departmental records, articles, periodicals, manuals, etc. Must be able to prepare correspondence, financial statements, budgets, reports, contracts, personnel records, requests for proposals, revenue and expense reports, revenue projections, fund balance projections, assessed valuation projections, tax rate projections, forms, studies and related reports and information. Must be able to prepare narrative materials that conform to all rules of punctuation, grammar, diction and style. Must be able to prepare correspondence, reports, forms, purchase requisitions, user instructions, etc., using prescribed format. Must be able to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Must be able to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive

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variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Must be able to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including insurance, personnel and governmental terminology. Must be able to use and interpret various technical and professional languages, including legal and government, accounting and computer terminology.

**Numerical aptitude:** Must be able to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine decimals and percentages; and to understand and apply the theories of algebra, statistical inference and statistical theory.

**Form/Spatial Aptitude:** Must be able to inspect items for proper length, width and shape.

**Motor Coordination:** Must be able to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Must be able to handle a variety of items including office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Must be able to differentiate between colors and shades of color.

**Interpersonal Temperament:** Must be able to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Must be able to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Possesses thorough knowledge of the philosophies, principles, practices and procedures of public school administration.

Possesses thorough knowledge of educational trends, developments and techniques that relate to the assigned function areas.

Possesses thorough knowledge of administrative, managerial and supervisory practices and techniques.

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Possesses thorough knowledge of the organization and current operations of the school system.

Possesses thorough knowledge of federal, state and local laws, rules and regulations governing Auxiliary Services functions, including facilities planning, construction, maintenance of school facilities, finance, accounting, purchasing, warehousing, technology and data processing, and school nutrition services.

Possesses thorough knowledge of the procedures of the County Board of Education and the State Department of Public Instruction.

Possesses thorough knowledge of the operations of local government including taxation and other sources of revenue.

Possesses thorough knowledge of funding sources and mechanisms for public schools.

Possesses the ability to develop long term goals and objectives.

Possesses the ability to make administrative decisions in accordance with laws, ordinances, regulations and school system policies and procedures.

Possesses the ability to analyze and interpret policy and procedural guidelines, and to formulate, develop and present recommendations to resolve problems and questions.

Possesses the ability to maintain department standards and procedures.

Possesses the ability to organize work flow and coordinate activities.

Possesses the ability to establish and maintain effective working relationships and to exercise sound independent judgment in planning, directing, and coordinating the work of a technical and professional staff.

Possesses the ability to provide leadership in the planning, development and establishment of new, modified and/or improved programs, services and activities.

Possesses thorough knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Possesses the ability to develop effective financial policies and budgets and to maintain fiscal control through knowledge of the principles and practices of accounting and auditing, including modern School System financial administration.

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Possesses considerable knowledge of the current literature, trends, and developments in the field of large-scale computer operations and instructional technology.

Possesses the ability to analyze technical data and to prepare clear and concise reports based on it.

Possesses the ability to research data and to compile narratives or reports from information gathered.

Possesses the ability to express ideas effectively both orally and in writing.

Possesses the ability to make oral presentations before large or small audiences.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.