

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

CODE: CBA

QUALIFICATIONS AND DUTIES OF SUPERINTENDENT

TITLE: Superintendent of Schools

- QUALIFICATIONS:**
1. Master's Degree in school administration preferred.
 2. Minimum of five years of experience in teaching preferred and five years of successful administrative experience, including principalship and/or central office administration.
 3. Eligible for Wyoming certification through the State Department of Education with endorsement as Superintendent K-12.
 4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Board of Trustees

SUPERVISES: All District personnel

JOB GOAL: To inspire, lead and guide, every member of the administrative team, certified instructional, certified non-instructional staff, and classified staff in setting and achieving the highest standards of excellence, so that each student enrolled in the District shall be provided with a complete, valuable, meaningful, and personally rewarding educational opportunity.

Oversee and administer the use of all district facilities, property and funds for the maximum efficiency of district operations.

PERFORMANCE RESPONSIBILITIES:

1. Appreciates the worth, dignity and respect of each person and treats each one with respect and tolerance.
2. Administers the development and maintenance of a comprehensive educational program designed to meet the needs of student learning and achievement.
3. Implement the operational policies of the district and Board Governance policies related to the superintendent and the Board of Trustees.
4. Secures and nominates for employment the most highly qualified and competent personnel.
5. Recommends to the Board the number and types of positions required to fulfill the district mission and responsibilities.
6. Recommends policies on organization, finance, instruction, facilities, and all other functions of school district programs.
7. Maintains open communications with board, staff, students, and the community.
8. Confers periodically with professional and lay groups concerning the school program and transmits to the Board suggestions gained from such conferences and meetings.
9. Keeps informed of contemporary educational concepts and practices through study, visiting other school systems and attending education conferences.

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10. Informs and advises the Board about the programs, practices, and significant issues within district schools.
11. Supervises the preparation of the annual budget and recommends the proposed budget to the Board for approval.
12. Attends and participates in all meetings of the Board except those meetings which are specifically concerned with the Superintendent's contract and salary.
13. Conducts a continuous evaluation of the progress and the needs of the schools and keeps the public informed.
14. Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports needed to make informed decisions.
15. Keeps the public informed about modern educational practices, educational trends, and the policies, practices, and problems in the District's schools.
16. Studies and revises, together with the staff, all curriculum guides and courses of study on a continuing basis.
17. Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools.
18. Makes recommendations with reference to the location and size of new school sites and of additions to existing sites, the location and size of new buildings on school sites, the plans for new school buildings, all appropriations for sites and buildings, improvements, alterations, and changes in buildings and equipment of the District.
19. Submits to the Board a clear and detailed explanation of any proposed procedure, which would involve either departure from established policy, or the expenditure of substantial unbudgeted financial resources.
20. Maintains adequate records for the schools including a system of financial accounts, business and property records, and personnel, school population, and academic records. Acts as custodian of such records and of all contracts, securities, documents, title papers, books of record, and other papers belonging to the Board.
21. Attends, or delegates a representative to attend, all meetings of municipal agencies at which matters pertaining to the public schools appear on the agenda or are expected to be raised.
22. Participates in community affairs as appropriate.
23. Promotes a program of effective public relations in dealing with personnel and the community.
24. Visits schools on a regular basis.
25. Acts as the District Compliance Officer as it regards records required by governmental agencies.
26. Maintains memberships in service clubs at Board expense - membership to be mutually agreed upon between the Superintendent and the Board.
27. Follows District policies and procedures and notifies staff of changes in policies/procedures.
28. Performs such other duties as may be assigned by the Board of Trustees.

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TERMS OF EMPLOYMENT: Full-time (12) months per year (with provisions for vacation time as outlined in the Superintendent's contract) at a salary determined by the Board of Trustees.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of Board policy and procedure for the evaluation of the Superintendent.

Adopted: 1/20/98
Revised: 11/21/00
Revised: 3/1/12