



Position Title: Superintendent

Reports to: GIFT School Board

Job Description: Chief administrative officer for the Career Technical Education District (CTED). Shall be responsible to the Board for the recruitment and employment of all personnel, for the oversight of curriculum development, administrative rules, regulations and procedures to implement the CTE educational program within the framework of state laws, rulings, and regulations of the Arizona Department of Education and policies of the Board.

Essential Duties and Responsibilities:

The list is not all inclusive and may be supplemented.

- Acts as Chief Public Relations agent for the District
- Represents the District in dealings with other school districts, including satellite districts, Eastern Arizona College, Arizona Department of Education, and community organizations
- Ensures appropriate intergovernmental agreements, contracts, memoranda of understanding, etc. are created and entered into by the parties as may be necessary to carry out the duties of the CTED.
- Communicates all actions to the Board for hiring/promotion/dismissal of all District personnel
- Assumes responsibilities for overall financial planning of the District, and the preparation of the annual budget and submits it to the Board for review and approval
- Discusses salaries and benefits with certified and classified personnel
- Advises the Board on the need for new and/or revised policies
- Acts on own discretion if action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as possible
- Ensures all employees are evaluated in accordance to Board policy
- Attends all governing Board meetings and prepares Board packets
- Reviews and evaluates annual goals with Board members
- Participates in school and community events
- Communicates well, verbally and in writing
- Determines assignments, duties, and chain of command
- Keeps informed of modern educational practices by attending educational conferences and trainings
- Along with District staff, creates staff and District vision, mission, and goals

- Monitors school safety recommendations for making facilities more secure
- Oversees facilities District wide and coordinate ongoing maintenance
- Acts as security contact person for the District
- Coordinates program reviews in all Satellite and Central Campus facilities
- Conducts classroom visitations and walk-throughs of all CTED instructional staff; use observations/evaluations to notify satellite districts of concerns, improvements, and/or issues that need to be addressed in addition to celebrating programs meeting and exceeding expectations
- Ensures coordination and outreach to all satellite facilities, CTE teachers, and programs
- Meets as needed with satellite district and central campus CTE Staff, including, but not necessarily limited to Career Tech's and Directors
- Ensures annual program evaluations are conducted
- Collaborates with CTE Director's, CTE Career Tech's, and Satellite Superintendents to assist in creating and maintaining optimal CTE programs
- Recognizes Satellite and Central Campus students for their outstanding efforts
- Helps honor teaching performances on a yearly basis
- Carries out other duties as may be assigned by the Board

Qualifications: Master's Degree required, Superintendent's Certificate preferred, CTE background preferred, Administrative experience preferred.