

FORT YATES PUBLIC SCHOOL DISTRICT
SUPERINTENDENT/PRINCIPAL JOB DESCRIPTION

Qualifications:

1. The Superintendent/Principal must hold a valid North Dakota Administrative Credential issued by the Department of Public Instruction.
2. He shall renew his Administrative credentials as required by the Department of Public Instruction.
3. The Superintendent/Principal shall have earned at least a master's degree from an approved institution with the required hours in school administration as requested by the State of North Dakota.
4. The Superintendent/Principal must have at least four years of successful teaching experience which shall include at least two years of successful administration experience.

Reports To: School Board

Supervises: All staff and students

Evaluation: The evaluation of the Superintendent's/Principal's performance shall be carried out by the School Board in accordance with the North Dakota Century Code.

Job Goal: The Superintendent/Principal is the chief educational leader of the school system and the chief administrative officer of the School Board. S/He shall provide primary leadership in achieving the best possible educational program and services within the availability funding. The Superintendent/Principal has the major responsibility for planning, evaluating, and obtaining funding for the educational programs and services of the school district, and for maintaining communications between and among the staff members and the various publics of the school district.

Areas of Performance Responsibilities

1. **Goal and Vision Setting**
 - a. Provides for regular reports to the board on steps taken to accomplish short- and long-term goals and demonstrates progress toward accomplishing district goals.
 - b. Coordinates and leads the District's Annual Evaluation and Review Team and facilitates and submits the Annual Comprehensive School Improvement Plan and Strategy Map.
2. **Relationship with School Board**
 - a. Attends and participates in all meetings of the Board. Prepares the agenda for each Board meeting, with input from Board members and business manager.
 - b. Communicates openly with the Board concerning programs, practices, and problems of schools, informing the Board of potential crises as soon as possible, to avoid foreseeable surprises.
 - c. Makes all administrative decisions within the school necessary to the proper function of the school district.
 - d. 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 as are needed to ensure the making of informed decisions.
 - e. Supervises the effective administration of all federal, state, and local constitutional or statutory laws, state regulations, and Board policies.
 - f. Delegates at own discretion to other employees of the Board the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the Superintendent/Principal of final responsibility for the action taken under such delegation.
 - g. Shall act on own discretion if action is necessary in any matter not covered by Board policy.

Shall report such action to the Board as soon as practicable and recommend policies which will provide guidance for the future.

- h. Shall perform such other tasks as may from time-to-time be assigned by the School Board.
- i. Complies with district policy.
- j. Takes final responsibility for execution of any duties that is delegated.
- k. Advises the Board on the need for new or revised policies.
- l. Exercises power to make such rules and gives such instructions to school employees and students as may be necessary to implement Board policy.
- m. Submits to the Board a clear and detailed explanation of any proposed procedure which would involve either a departure for established policy or interpretation of new policy.
- n. Shall perform other tasks/duties that may be assigned by the School Board.

3. **Relationship with Community**

- a. Represents the District in its dealings with other school systems, institutions, and agencies.
- b. Keeps the public informed about policies, practices, problems, needs, and successes in the District.

4. **Recruitment/Retention of Staff (Licensed and Non-Licensed)**

- a. Assigns and transfer employees as the interest of the District may dictate and reports such action to the Board for information and record.
- b. Suspends any classified employee for just cause and reports to the Board at the next meeting or recommends termination of the employment of any classified employee for just cause to the Board at the next meeting.
- c. Carefully administers the provisions of the negotiated agreement with teachers and recommends to the Board changes that would be beneficial to the District.
- d. Seeks input from and regularly communications with staff on district goals, needs, issues, and changes to programs/policies/procedures.
- e. Makes decisions on behalf of the School and to implement innovative program and services on behalf of the students.

5. **Relationship with Students and Parents**

- a. Establishes and implements discipline policies for the purpose of maintaining high standards of student conduct and discipline with regard to due process to the rights of students in accordance with Board policy.
- b. Receives, investigates, and acts on complaints and concerns expressed by students and parents.
- c. Recommends to the Board, as needed, public hearings to receive input on District issues.
- d. Ensures that the District has intervention programs to identify students in need of additional assistance academically, socially, and emotionally.

6. **Supervision of Licensed and Non-Licensed Staff**

- a. Communicates all actions of the Board relating to personnel matters to all employees directly or through delegation; receives from employees all communications to be made to the Board.
- b. Facilitates or manages meetings (leadership, curriculum, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- c. Supervises methods of teaching, supervision, and administration in the school, including supervision of the evaluation of teaching staff, according to law and other staff according to policy.
- d. Evaluates all staff according to law and policy.

- e. Communicates all actions of the Board relating to personnel matters to all employees directly or through delegation; receives from employees all communications to be made to Board.
- f. Conducts classroom observations for the purpose of identifying and solving classroom issues regarding instruction, academics and behaviors.
- g. Performs a variety of personnel administrative functions (e.g. interviewing, recommending for hiring, assigning staff, scheduling staff for summer school, evaluation, coaching, disciplining, recommending termination, etc.) for the purpose of ensuring instructional and building support staff maintain a high level of competencies and productivity.
- h. Manages school administrative functions (e.g. staffing, attendance monitoring, safety drill activities, school activities supervision, etc.) for the purpose of maintaining safe and efficient school operations within district guidelines.
- i. Leads the learning for the purpose of supporting a Standard Based Education and framework.

7. **Financial Management Skills**

- a. Assists Business Manager with overall financial planning of the district and preparation of the annual budget for Board approval.
- b. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to the direction and approval of the Board.
- c. Submits to the Board a clear and detailed explanation of the proposal for any expenditure of a substantial sum, clearly explaining where in the budget it will be expended to.
- d. Responsible for completing and submitting federal, state, and tribal revenue applications and grants.
- e. Superintendent/Principal assists the business manager and board with ensuring that the budget is approved and mill levies are certified in accordance with deadlines in laws.

7. **Facilities Management, Transportation, and Student Safety**

- a. Recommends to the Board sales of all property no longer required by the Board.
- b. Makes recommendations to the Board concerning transportation of students in accordance with law and safety requirements.
- c. Ensures health and safety standards are implemented as required by the Board.