

“Job Description” Superintendent of Schools
Alva Independent School District #001

The primary role of the Superintendent is to serve as the chief executive officer and primary advisor to the Board of Education. It is the Superintendent's responsibility to provide leadership in developing the best possible educational programs and services for the Alva Independent School District.

Measurable Areas of Superintendent's Accountability

1. Communicate ideas and directives clearly and effectively.
2. Works harmoniously and effectively with individuals and groups.
3. Makes sound practical decisions.
4. Demonstrates an understanding and experience in sound management practices.
5. Maintains a strong and current academic background in education and administration.
6. Delegates authority while maintaining accountability.
7. Uses effectively team management strategies.
8. Develops long and short range district goals and sets educational priorities.
9. Provides a positive leadership example for district personnel.
10. Is an advocate for the school system in the community and the state.

Area Performance Responsibilities

- 1.0. Instructional Leader
 - 1.1 Supervises directly or indirectly, all certified and non-certified personnel.
 - 1.2 Directs the development and maintenance of a positive educational program designed to meet the needs of students and community, and carries out the educational policies of the board.

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- 1.3 Interprets the district's educational objectives, as defined by the Board, to school personnel and the community.
- 1.4 Is responsible for seeing that instructional programs are developed, coordinated, articulated and evaluated.

2.0 Student Services

- 2.1 Implements and supervises an appropriate program of support services for students.
- 2.2 Maintains good pupil discipline standards in the school district.

3.0 District/Personnel Relations

- 3.1 Encourage a free flow of ideas among school personnel.
- 3.2 Holds meetings of employees as necessary for the dissemination of information and discussion of issues concerning the improvement and welfare of the schools.
- 3.3 Strives to develop and maintain positive staff morale and loyalty to the Alva School District.
- 3.4 Recruits and assigns the best available personnel.
- 3.5 Administers a planned evaluation of all district personnel.
- 3.6 Takes an active role in the development of salary.
- 3.7 Suspend any employee for just cause, pending investigation.
- 3.8 Assigns, promotes, transfers and discharges employees in the best interest of the district and reports such action to the board for information and approval.
- 3.9 Defines the duties of all personnel, subject to the approval of the Board.
- 3.10 Recommends the number and types of positions required to provide proper staffing of all programs.

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4.0 Community and Public Relations

- 4.1 Is responsible for the organization, administration and evaluation of public relations program for the Alva Independent School District.
- 4.2 Represents the Board and the district before the public and maintains a program of communications which will inform the public and teachers, of the needs and successes of the schools.
- 4.3 Presents a positive image of the district to the community.
- 4.4 Provides regular information to the media and works to establish a positive relationship with representatives of the press.
- 4.5 Is active in community service organizations.
- 4.6 Attends meetings of state and other agencies serving the schools and keeps informed of local, state and national issues which affect the district.

5.0 Professional Growth

- 5.1 Assumes responsibility for professional growth by reading, attending conferences and participating in professional organizations.
- 5.2 Encourages the professional growth of other district employees.

6.0 Support Service Management

- 6.1 Directly, or through delegation, prepares the annual budget.
- 6.2 Directs the administration of the budget and makes reports to the Board.
- 6.3 Supervises all purchases and expenditures in accordance with the law.
- 6.4 Directly, or through delegation, has charge of the operation and maintenance of the buildings, grounds and equipment of the school.

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- 6.5 Directly, or by delegation, serves as custodian of adequate records for the schools and district, including a system of financial accounts, business and property records, scholastic records and others required by federal, state and district records.
- 6.6 Perform such other tasks as may from time to time be assigned by the Board.

7.0 School Board

- 7.1 Attends and participates in all meetings of the school board.
- 7.2 Initiates and guides the development of policies for board consideration and develops administrative regulation necessary to implement board policies.
- 7.3 Sees that all policies of the Board and all legal duties of the Board are implemented, interpreting for the staff such policies and all state laws.
- 7.4 Maintains a program of long-range planning in relation to the needs and problems of the school and keeps the Board informed as to the needs of the school system.
- 7.5 Provides communications to members of the Board as an information service between board meetings.
- 7.6 Acts on own discretion if action is necessary in any matter not covered by board policy, reporting such action to the Board as soon as practicable.
- 7.7 Prepares a monthly agenda with factual explanation of matters to be taken up at each Board meeting.
- 7.8 Performs all other duties and exercises all other powers that may be delegated by the school board.

Adopted: December 20, 1984

Revised: February 03, 2003

Legal Reference:

Cross Reference:
District #001, Woods County, Oklahoma