

Qualifications and Duties of Superintendent
(Job Description)

TITLE: Superintendent of Schools

QUALIFICATIONS:

1. Masters Degree
2. Type D certificate from Colorado Department of Education with Superintendent's endorsement
3. Teaching and administrative experience deemed appropriate by the Board
4. Such alternatives to the above qualifications as the Board may find appropriate

REPORTS TO: Board of Education

SUPERVISES: Directly or indirectly all employees of the district.

JOB GOAL: To provide leadership in developing and maintaining the best possible educational programs and services.

PERFORMANCE RESPONSIBILITIES:

The Superintendent of Schools shall be responsible for the general management of the schools of the district under the requirements of the state and the policies of the Board. The Superintendent is responsible for guiding the development of the educational objectives and programs of the school district to fulfill the educational needs of all students. The Superintendent shall provide overall direction to the activities of the school district and its personnel toward the accomplishment of district goals, administer the policies of the Board, conserve the school district's assets and resources, and maintain and enhance the school district's standing in all its internal and external relationships.

The management responsibilities of the Superintendent shall extend to all activities of the district, to all phases of the educational program, and to all parts of the physical plant.

Adopted: April 11, 1983

Revised: August 20, 1984

Revised: March 26, 1992

LEGAL REFS.: C.R.S.:J2-9-106 (4)

Lone Star School District 101, Otis, Colorado