

Qualifications and Duties of the Superintendent/Clerk

The Superintendent/Clerk shall be selected by the Monroe School Board of Directors and shall possess the following qualifications:

1. A current Oregon license that qualifies the individual to serve as superintendent of the district;
2. A master's degree or higher in the field of education, preferably in educational administration;
3. Successful experience as an educational leader and administrator;
4. Successful teaching experience at the elementary or secondary school level;
5. In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets alternative license requirements. The Board may take steps to assist an individual to qualify for such a license;
6. Other qualifications as determined by the Board.

The superintendent will have the following personal and professional qualities:

1. Success in leadership roles with staff, community and professional peers;
2. Ability to communicate effectively, both orally and in writing;
3. Scholarship, intelligence and excellent ability to plan and organize;
4. Training, experience and success in personnel selection, evaluation and development;
5. Knowledge of curriculum development, implementation and evaluation;
6. Knowledge of business and support service systems which facilitate planning, control and accountability;
7. Experience in administering collective bargaining agreements;
8. Ability to motivate other administrators and significantly involve them in the decision-making process;
9. Strong management skills; and the desire and ability to motivate and innovate, taking advantage of the district's strengths.

The essential job functions of the Superintendent are generally as follows:

1. The superintendent is the chief executive officer of the district and, under the direction of the Board, is responsible for control and operation of the school system, and for implementing the decisions and policies of the Board.
2. The superintendent has the authority to formulate and delegate duties and responsibilities to subordinate administrative personnel. The delegation of such duties and responsibilities, however, will not relieve the superintendent of responsibility for the action taken under such delegation.

The superintendent will have the duty and authority to perform the following specific functions:

1. Review data regularly and lead the district in enacting equitable changes to improve educational outcomes for every student.
2. Serve as educational leader to the Board, staff and community.
3. Act as the chief executive officer of the School District.
4. Serve as district school clerk, performing such duties as required by law or by the Board.

5. Be responsible for the school system, and in accordance with these powers be responsible for the efficient operation of the school system, in all its divisions.
6. Schedule meeting places, prepare an agenda, and see that all minutes are recorded for all meetings authorized by the Board.
7. Attend all meetings of the Board except when excused by the Board of Directors.
8. Assist the Board in its formulation of district policies, plans and programs.
9. Administer adopted Board policies. Keep the Board informed as to how its policies are being carried out, as to the effectiveness of such policies, and as to the conditions and efficiency of the school system.
10. Regularly review adopted Board policies and make recommendations for needed changes.
11. Develop position descriptions for all classes of personnel. Review and modify as directed by the Board as needed.
12. Make rules and reasonable regulations to govern routine matters and see that such rules and regulations are communicated to employees concerned.
13. Resolve problems of operations and settle disputes through administrative channels.
14. Regularly report to the Board on problems confronting the schools and management of the schools and district.
15. Direct the preparation of the budget, prepare the budget message for presentation to the budget committee, and its adoption by the Board.
16. Develop and recommend to the Board long-range plans for educational programs, facilities and financial resources that are consistent with population trends, district goals and community needs.
17. Serve as executive officer of the budget committee and prepare an educational plan that is the basis for formulating the district's budget.
18. To maintain a competent system of financial accounts, business, and property records.
19. Report at each Board meeting such matters as are pertinent to the business at hand.
20. Direct the administration of the budget as enacted by the Board; acting at all times in accordance with legal requirements, the adopted policies, schedules, and procedures, and with federal, state and local government agencies.
21. Approve or delegate the authority to approve all requisitions for purchase.
22. In addition to a written weekly report, supply the Board with such information as may be needed in order that the Board may check up on the work of the administrator.
23. Maintain a continuous study of the problems confronting the schools and shall keep the Board informed on the results of these studies.
24. Report to the Board on the administrative policies and plans for directing the management of matters over which the Board has granted large discretionary power, including especially the essential features of personnel management and the control of internal policies.
25. Insure that all constitutional or statutory laws and all State Board of Education regulations governing the schools, including provisions affecting compulsory attendance, elections, bonding, auditing, and all requirements for school reports are effectively carried out, and that the rules and regulations of the Board are enforced.
26. With the consent of the Board, form advisory councils or committees of staff members and the lay public, to assist in formulating plans and policies for carrying on work within the

district.

27. Assess trends and changing procedures in salary negotiations and assist the Board in collective bargaining and salary consultation with district employee groups. Make recommendations to the Board on all issues.
28. Direct the implementation and administration of all agreements resulting from the consultation or negotiation process.
29. Exercise general supervision over all employees of the school district with the right to nominate, assign, alter the assignment, transfer, and to recommend for promotion or dismissal the employees of the District. The superintendent has the power to suspend any employees for cause, and shall immediately report such suspension to the Board.
30. Evaluate the performance of all district administrative personnel in accordance with state law and Board policy, and make recommendations for those positions to the Board before March 15 of each year.
31. Evaluate the performance of licensed, classified, and non-represented personnel in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable.
32. Cooperate with universities and colleges in their student-teacher training programs.
33. Assign and control the promotion of students.
34. Visit all district schools as a regular part of a schedule and institute and carry out such regulations, as may be necessary, to attain their efficient operation.
35. Maintain a continuous inventory of all district property, furniture, and materials.
36. Make regular inspections of the buildings in order to plan for the repairs, alterations, and/or new construction needed to keep the buildings in good repair and in safe condition.
37. Represent the district before the public and maintain, both within and outside the district, such a program of publicity and public contacts as may serve to improve understanding and morale within the district, and keep the public informed as to the activities, needs, and success of the district.
38. In conjunction with the bus contractor, determine the needs for transportation facilities and the establishment of transportation routes; and exercise general supervision over the transportation system in order that the safety and welfare of the students is properly safeguarded.
39. Insure that the transportation system provides the types of services that will maintain good relations with the public and that the behavior of the students on the buses conforms to reasonable standards.
40. Attend local and/or state meetings, conferences and workshops as deemed beneficial to the interests of the district.
41. In cases of matters not specifically covered by Board policies, take appropriate action and report such action to the Board no later than the next regular Board meeting.
42. Have other power and duties as approved by the Board, and as necessary to fulfill the functions of the office of superintendent.

END OF POLICY

Legal References:

ORS 332.075	OAR 584-020-0000 - 0035	OAR 584-080-0161
ORS 342.143	OAR 584-046-0003 -0024	
ORS 342.173	OAR 584-080-0151	
ORS 342.850	OAR 584-080-0152	