



**POSITION DESCRIPTION  
WACONIA PUBLIC SCHOOLS**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Superintendent of Schools	<b>Department:</b> Administration
<b>Immediate Supervisor's Position Title:</b> Board of Education	<b>FLSA Status:</b> Exempt
<b>Job Summary:</b>  Under the direction of the Board of Education, the Superintendent of Schools is responsible for serving as the School Board's Chief Executive Officer providing the leadership and vision in the establishment and implementation of the Board's broad organizational mission, goals and strategic plans. Duties and responsibilities of the job include providing executive leadership and direction over the formulation and implementation of district educational programs and services, serving as the primary spokesperson for the district and representing the district before the public, other districts, and all other audiences, and providing direction and supervision of district administrative team members.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Serves as the Chief Executive Officer for the School District.
  - a) Establishes educational and operational priorities for the School District.
  - b) Provides professional support and advice to the School Board on all matters coming before the Board.
  - c) Recommends policies to the School Board and when adopted by the Board is responsible for their implementation, interpretation and execution.
  - d) Provides leadership and counsel to the School Board in the development of the School District's mission and goals.
  - e) Plans, formulates, recommends and advises the Board concerning various issues, trends or concerns that may impact the school district's mission or strategic plans.
  - f) Guides and directs all operations and activities of the School District and informs the Board of needs relating to current and future operations of the School District.
  - g) Develops, implements, and monitors plans for accomplishing Board of Education directives, goals and priorities.
- Defines, manages and delegates administrative responsibilities to district administrative team members reporting directly to the Superintendent.
  - a) Interprets and provides direction to administrative team members concerning Board policies, objectives and goals.
  - b) Aligns the responsibilities, duties and organizational structure of the district and its administrative team members to accomplish the objectives of the organization. Ensures that job responsibilities are clearly understood and are effectively accomplished
  - c) Provides direction and supervision in the use of district funds, resources and facilities.
  - d) Interviews, hires and manages administrative team members under Superintendent's direct supervision and administrative support staff within the Superintendent's Office.
- Provides overall direction and management of school improvement plans and initiatives.
- Represents the school district before the public, with other school districts, and other audiences both internally and externally.
  - a) Serves as the primary spokesperson for the Board of Education before the public.
  - b) Serves as a liaison between the staff and the Board.

- c) Advocates for the interests of the school district and community when working with government agencies, legislature, or Minnesota Department of Education.
- d) Collaborates with various city, county, other districts and the legislature concerning issues and initiatives.
- Performs other duties of a comparable level/type, as needed.
  - a) Attends various local, regional and state meetings, conferences or committees.
  - b) Keeps informed of changing educational developments, legal and financial trends, and educational technologies.

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION:</b>	
Less than high school diploma		Type of degree: (B.S., M.A., etc.)	
High school diploma or GED.		Master's Degree and Sixth-Year Program/Administrative Licensure is required. Doctorate preferred.	
1 year college	2 years college	<b>Major field of study or degree emphasis:</b> Educational Administration, Educational Leadership.	
3 years college	4 years college		
Bachelor's Degree	Master's Degree		
x	Sixth-Year Program/Administrative Licensure	<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Knowledge of school finance.</li> <li>• Operations, functions and administrative aspects of the district.</li> <li>• Organizational theory.</li> <li>• Leadership and management theory.</li> <li>• Learning processes, models, theories, and educational technologies, trends and developments.</li> <li>• Measurement and assessment principles, concepts, methods and techniques.</li> <li>• Relevant laws, rules, guidelines and requirements impacting educational programs, services, funding and school finance.</li> </ul>	
<b>Required Work Experience in Addition to Formal Education/Training:</b> Requires a minimum of five (5) years of experience managing and providing educational leadership.			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required upon hiring:</b> Superintendent's Licensure in the State of Minnesota.	

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<p><b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b></p>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Human relations, human resource and team building skills.</li> <li>• Problem solving and conflict resolution.</li> <li>• Oral and written communications.</li> <li>• Curriculum and instructional planning, assessment and implementation.</li> <li>• School and school district administration.</li> <li>• Supervising, delegating authority, mentoring and monitoring administrators and directors in the conduct of their organizational responsibilities.</li> <li>• Developing and presenting complex and diverse issues, proposals and concepts in an understandable manner.</li> <li>• Planning, directing and implementing educational and instructional programs.</li> <li>• Conducting public relation activities both inside and outside of the organization.</li> <li>• Developing, planning, monitoring and budgeting for educational and administrative programs/needs.</li> </ul>
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1	Director of Finance and Operations	1
2	Director of Teaching and Learning	1
3	Director of Human Resources	1
4	Director of Special Educations	1
5	Director of Technology	1
6	Director of Community Education	1
7	Director of Grants and Development	1
8	Building Principals	7
9	Executive Assistant	1
<b>TOTAL</b>		<b>15</b>

INDIRECT SUPERVISION:	
<p><b>Number of employees indirectly supervised:</b> All other district personnel through subordinate administrative team members.</p>	<p><b>Total:</b> 610</p>

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	<b>Unusual or hazardous working conditions related to performance of duties:</b>  This is an administrative and management position performing job duties and assignments in a typical district office environment where there are a minimum of environmental hazards and risks associated with performing the job.
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**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
<b>Stand</b>		x		
<b>Walk</b>		x		
<b>Sit</b>				x
<b>Use hands dexterously (use fingers to handle, feel)</b>		x		
<b>Reach with hands and arms</b>			x	
<b>Climb or balance</b>	x			
<b>Stoop/kneel/crouch or crawl</b>	x			
<b>Talk or hear</b>				x
<b>Taste or smell</b>	x			
<b>Physical (Lift &amp; carry): up to 10 pounds</b>				x
<b>up to 25 pounds</b>	x			
<b>up to 50 pounds</b>	x			
<b>up to 75 pounds</b>	x			
<b>up to 100 pounds</b>	x			
<b>more than 100 pounds</b>	x			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Sedentary Work:**

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.