

**QUALIFICATIONS AND DUTIES OF SUPERINTENDENT  
(Job Description)**

**TITLE: Superintendent of Schools**

**Nature and Scope of Job:**

To supervise all administrative and supervisory personnel of the district. Responsible for the operation of the school district. To provide leadership in developing and maintaining educational programs and services, facilities planning and development, and providing support services.

**Job Functions:**

**Essential Functions:**

1. Serves as chief executive officer and advisor to the Board of Education.
2. Attends and participates in all meetings of the Board.
3. Administers the operation of the school system, guided by policies adopted by the Board of Education under statutes of the state and federal government.
4. Advises the Board on school district policies.
5. Provides general leadership of the district's educational programs.
6. Recommends and approves the employment, discharge, or suspension of all personnel to the Board.
7. Assigns and transfers employees as the interest of the district may dictate and reports such action to the Board for information and record.
8. Provides general supervision of the personnel operations of the district.
9. Plans, supervises preparation of, and submits annual school budgets to the Board of Education.
10. Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
11. Supervises and participates in preparation of required reports to county, state, and federal agencies.
12. Directs preparation of School Board agendas.
13. Interprets school programs to school parents, community organizations, and news media.
14. Coordinates personnel evaluations with responsible personnel.
15. Recommends plans for future school sites and initiates recommendations for school building . programs.

**Other Functions:**

1. Attends meetings at local, county, state, and national levels.
2. Performs such other duties as assigned by the Board of Education.

**--EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB--**

**Job Qualifications:**

**Knowledge, Skills and Mental Ability:**

Knowledge of the state legislative process.  
Knowledge of educational leadership programs and support services.  
Knowledge of facilities planning and development.  
Knowledge of school finance legislation and State Department of Education regulations. Knowledge of federal and state regulations governing school districts and their operation. Knowledge of educational programs and services.  
Knowledge of school board of education policies.  
Knowledge of Wyoming education codes.  
Ability to speak clearly and concisely.  
Ability to weigh options, think clearly, and evaluate accurately.  
Ability to understand and facilitate needs of various personality types.  
Ability to make decisions with sound emotional judgement.  
Ability to develop a plan and make decisions to facilitate its fulfillment.  
Ability to concentrate with numerous interruptions.  
Ability to be persuasive, alert, creative, and have patience, initiative, and reasoning.  
Ability to research educational topics to organize data and present pertinent information in a concise manner.

**Education, License, Certification of Formal Training**

Experience in teaching and school administration totaling at least 10 years.  
An Educational Specialist's Degree or Master's Degree with a major in educational administration; preferably a Doctor's Degree.  
A valid superintendent's certificate issued by the State of Wyoming.  
Such alternatives to any of the above qualifications, not specifically required by law or the Department of Education, as the Board may find appropriate and acceptable.

**Equipment Used:**

Computer  
Calculator  
Telephone

**Physical Demands:**

Possess visual acuity and stamina to work at a computer monitor for 10% of each day.

**Environmental Demands:**

Air conditioned buildings.  
Occasional exposure to weather extremes.