

**Qualifications, Powers and Responsibilities of Superintendent**  
(Job Description)

**TITLE:** Superintendent of Schools

**QUALIFICATIONS:**

1. A minimum of a Colorado Provisional Administrator License or Colorado Professional Administrator license. A Colorado Type D certificate with Superintendent of Schools Endorsement is preferred.
2. A minimum of a Masters degree. A Doctoral degree is preferred.
3. Demonstrated leadership in one of the following fields: education, military, private business or non-profit.
4. Demonstrated skills in developing and administering budgets.
5. Personal, business and academic characteristics and experiences deemed necessary by the Board of Education.

Note: When hiring a Superintendent, the Board of Education may search inside or outside the school district for qualified candidates. The Board may modify the qualifications preferred and other search guidelines as appropriate at the time of the search.

**REPORTS TO:** Board of Education

**SUPERVISES:** Directly or indirectly all employees of the District

**JOB GOALS:** 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 shall be responsible for guiding the development of the educational objectives and programs of the District to fulfill the educational needs of all students. The Superintendent shall provide overall direction to the activities of the District and its personnel toward the accomplishment of District goals, administer the policies of the Board, conserve the District's assets and resources, and maintain and enhance the 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.

1. **Operations.** The Superintendent shall:

- a. Oversee the work of all personnel in planning and program development and direct the activities of the District. The Superintendent may delegate these responsibilities together with appropriate authority, but may not delegate nor relinquish ultimate responsibility for results of any portion of the accountability.
- b. Lead the development of long- and short-range educational objectives for the improvement and growth of the District and of educational activities in the District.
- c. Oversee the development of the overall educational process and administrative procedures and controls necessary to the implementation of educational programs for the achievement of the educational objectives of the District, including state and district content standards.
- d. Oversee the regular and systematic evaluation, analysis and appraisal of the achievements of students and the performance of personnel in each of the educational programs or activities against stated objectives of the District.
- e. Oversee the utilization and integration of technology throughout the educational process.
- f. Report to the Board the progress and status of the programs and activities of the District.
- g. Inform the Board on all matters of major importance or significance to the activities, programs and progress of the District.

**2. Organization.** The Superintendent shall:

- a. Develop an organizational vision and implement the goals to reach the vision in a timely manner.
- b. Establish and maintain an administrative organization which provides for the effective management of all the essential functions of the District.
- c. Make revisions to the organization of the management structure including the establishment or elimination or a revision of administrative positions.

**3. Personnel.** The Superintendent shall:

- a. Develop and recommend policies and programs for personnel recruitment, selection and employment; employee relations; employee benefits and services; employee safety; personnel evaluation, and salary administration for the District.
- b. Ensure the maintenance of an adequate staff of properly trained administrative and supervisory personnel throughout the District.
- c. Recommend to the Board the selection, employment, assignment, transfer and suspension of all personnel.
- d. Supervise assigned personnel and conduct periodic evaluations and appraisals of their performance.

- e. Recommend salary increases and salary adjustments for all personnel.
- f. Develop and recommend to the Board job classifications for all new positions.

**4. Finances.** The Superintendent shall:

- a. Direct the development of the annual budget of the District.
- b. Review and recommend programs and supporting data for funds to be included in the annual budget of the District.
- c. Provide for the overall management of the District's financial activities and take appropriate action to ensure that expenses are kept within the approved budgetary limits of the District.
- d. Assist principals and directors in maintaining economy and efficiency in the operation of their administrative units.
- e. Maintain an active contact and familiarization with all local, state, federal and philanthropic programs which provide or could provide financial assistance to the District.

**5. Relationships.** The Superintendent shall:

- a. Act as executive officer for the Board.
- b. Act as professional adviser to the Board.
- c. Attend meetings of the Board with the right to comment on all issues.
- d. Prepare the agenda for all educational matters for all meetings of the Board and deliver the agenda with pertinent information on each item well in advance of the meeting.
- e. Participate in the affairs of local, state and national professional organizations.
- f. Serve as a representative of the school system and the community at meetings on the local, state and national level.
- g. Maintain a cooperative working relationship between the schools and the community and community agencies.
- h. Establish and maintain such other relationships within and outside the District as required to carry out his responsibility.

Adopted February 28, 1968  
Revised June 17, 1974  
Revised April 25, 1984  
Revised March 10, 2010

LEGAL REF.: C.R.S. 22-9-106 (4) (qualifications to evaluate personnel)

C.R.S. 22-60.5 et seq. (Colorado Educator Licensing)

St. Vrain Valley School District RE-1J, Longmont, Colorado