

# North Muskegon School District

TITLE: Superintendent

QUALIFICATIONS:

1. Will hold a valid Teaching Certificate.
2. Master's degree plus 30 credit hours to fulfill NCA academic preparations requirements or making significant progress toward that goal.
3. Successful teaching and administrative experience, or equivalent, reflecting a proven record of success in positions of increasing responsibility.
4. All other qualifications as set by state law or expected in the way of academic, professional, and personal excellence as the Board may specify.

REPORTS TO: Board of Education

JOB/GOAL OVERVIEW:

The Superintendent will carry out directives of the Board of Education, and will administer policies adopted by the Board, and laws and regulations established by the State of Michigan.

The Superintendent will lead the district in achieving the North Muskegon Public School mission statement:

“The staff of the North Muskegon Public Schools, in partnership with parents and community, will educate each student. Our mission is student mastery of skills essential to lifelong learning and the development of positive self-esteem leading students to become productive, responsible citizens.”

LEADERSHIP AND JOB PERFORMANCE:

- Is a strong educational leader.
- Establishes a culture of strict personal ethics for the District. Models and demands honesty, respect, punctuality, hard work and fair play.

FINANCIAL:

- Recommends policies relating to financial and business operations.
- Analyzes and interprets long-range financial needs and proposals.
- Prepares, presents, and interprets to the Board an annual budget proposal.
- Administers the budget and keeps, insofar as possible, expenditures within individual budget appropriation limits.

- Directs and supervises the system of financial accounting and the related activities of business department personnel.
- Directs and supervises the program for purchasing supplies and equipment.
- Makes regular periodic reports about the financial conditions of the school district to the Board.

FACILITIES:

- Recommends policies relating to sites, buildings, other physical facilities and equipment.
- Analyzes enrollment trends and school plant needs and subsequently makes reports and specific recommendations to the Board.
- Develops educational and technological specifications for school buildings.
- Works with the architect in planning school buildings.
- Supervises the constructions of new buildings.
- Directs and manages the operation and maintenance of all buildings.
- Assigns plant operation personnel to all buildings and maintenance workers to specific projects.
- Reports on the condition of the physical plant.
- Controls the normal use of school property and equipment.
- Advises the Board on the needs for bonds.

POLICY:

- The Superintendent will be responsible for following and implementation of District policies.
- Will be responsible for recommending appropriate changes to the District's policy.

EDUCATIONAL PROGRAM:

- Recommends policies relating to the scope and content of the curriculum DK-12.
- Organizes and schedules classes for the various types of training and assigns space for them.
- Assigns qualified instructors for the various instructional areas.
- Decides the general methods of instruction to be used.
- Directs and supervises the instructional activities, and controls all school-sponsored extracurricular activities and programs.

- Develops and implements in-service training programs for the improvement of instruction, testing programs for evaluation of the effectiveness of instruction and curriculum improvement programs.

COMMUNICATIONS AND PUBLIC RELATIONS:

- Fosters community-wide participation in developing a shared vision for the schools.
- Encourages community acceptance of and support for educational planning and policy development.
- Works for proper and adequate state legislation and financial support for schools.
- Represents the schools at various community functions.
- Recommends policies relating to public relations.
- Organizes and directs The Bellringer for keeping the community adequately informed of school developments, accomplishments and problems.
- Interprets the program and activities of the schools before civic groups.
- Works with parents' groups and other organizations interested in the welfare and progress of the schools.
- Makes an annual report on the school program and policies to the Board and the community.
- Issues other supplementary reports and utilizes available services of the press, radio, and television in the execution of a program of information and interpretation.
- Is approachable by members of the community.

BOARD RELATIONS:

- The Superintendent will work to develop a professional relationship with all Board members.
- Prepares and presents reports and information for the Board.
- Makes recommendations to the Board.
- Informs the Board of vital matters pertaining to the school district.
- Responds to Board requests.
- Implements the actions taken by the Board.

STUDENT SERVICES:

- Provides for the annual school census.
- Administers general policies relating to matters of pupil health, safety, bus transportation, and instructional materials.
- Authorizes adequate guidance and counseling services.
- Approves the provision of services to students with disabilities and, under certain conditions, authorizes the attendance of these children at schools outside the school district and the payment of their tuition from school funds.

STAFF MANAGEMENT:

- Develops and maintains an efficient and effective management system for the school district.
- Delegates and assigns responsibilities to other employees of the district, but ultimate account for their actions.
- Recommends all candidates for employment.
- Responsible either directly or indirectly for their administration.
- Administers personnel policies and procedures.
- Administers salary and benefits.
- Administers personnel evaluations.
- Recommends personnel policies for Board adoption.
- Executes all personnel policies by the Board.

COORDINATOR/OFFICER:

- Chief Administrative
- Chief Financial Officer
- Title IX
- Freedom of Information Act (FOIA)
- Civil Rights Act
- Section 504
- Federal Educational Rights and Privacy Act (FERPA)
- Americans with Disabilities (ADA)
- Asbestos Hazard Emergency Response Act (AHERA)
- Equal Educational Opportunity
- Compliance Officer
- Hazard Communication Act (HCA)
- Sexual Harassment Report
- Adult Ed Coordinator
- Homeless Liason