

Qualifications, Duties and Job Description of the Superintendent

The Mineral County School District Board of Trustees shall appoint a Superintendent of the Mineral County School District.

The Superintendent may be employed for an initial term not to exceed four (4) years. The term of any subsequent employment may be of any duration.

The Board of Trustees shall define the Superintendent's powers and duties.

The Board of Trustees shall fix the Superintendent's salary.

The Superintendent, as the sole executive officer of the Mineral County School District, shall have charge of the administration of the school district so that he or she may make possible an understanding and an adherence to an organizational structure that supports an efficiency of operation that will facilitate quality of instruction and support student academic achievement at the highest levels possible.

Because of the Superintendent's role as the sole executive officer of the District, the Board, individually and collectively, shall promptly refer all criticisms, complaints and suggestions called to its attention to the superintendent for study and recommendation.

The Board of Trustees may only dismiss a Superintendent during the tenure of his or her contract with just and proper cause.

Job Description

Job Title: Superintendent
Reports To: Board of Trustees
Position: 260 Contract Days

SUMMARY

Under direction of the Board of Education; serve as chief executive officer of the Board; acts as the Board's agent in implementing policies and directives; manage personnel, programs, activities and operations of the District; assure compliance with established goals, objectives and legal requirements concerning school district administration and instruction.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Act as the executive agent of the Board; shall have charge of the administration of the schools; select, direct and assign teachers and other employees of the schools under his supervision in accordance with Board policy and State and Federal law; shall organize, reorganize and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the District in accordance with Board policy and State and Federal law;

Direct the preparation of agendas for Board meetings in consultation with Board President that comply with the Nevada Open Meeting Law; attend all meetings; participate in deliberations; provide necessary information to Board members so that they may make informed decisions.

Administer District programs, activities and operations in accordance with District policies, District negotiated agreements, the Nevada Administrative Code, Nevada Revised Statutes, and Federal law.

Provide educational leadership to the Board, school staff and community and advise the Board regarding desirable courses of action.

Advise the Board in areas requiring policy development or revision; assist in formulating board policies by providing board with necessary data and information.

Establish administrative regulations and procedures that ensure implementation of current District policies.

Ensure that the Board has an up to date policy manual with administrative regulations.

Exercise general supervision of the general conduct of the schools, the course of instruction, the management of teachers and classified staff, the discipline of pupils, and the management of business affairs.

Implement an evaluation procedure for all District staff; directly evaluate all administrative staff and nonadministrative staff that report directly to the superintendent.

Secure and recommend for employment the best qualified and most competent teachers, and supervisory and administrative personnel; assign, promote and transfer employees as the interest of the District may dictate in conformance with District policy and State and Federal law; report such action to the board for information and record; report to the board the case of any employee whose service is unsatisfactory and recommend appropriate action.

Provide leadership in the development, evaluation and revision of the instructional program to comply with legal requirements and the stated goals and objectives of the Board.

Provide for a professional development plan that includes all staff, including certified, classified and administrative staff.

Understand the collective bargaining process and ensure that negotiated agreements are followed by the District.

Manage the District's financial and business operations in accordance with the state of Nevada budgeting policies and procedures; analyze the proposed budget and submit to the Board for adoption; assure consistency with instructional programming; administer the approved budget and assure appropriate fiscal accountability.

Take leadership with the Board in promoting constructive relations between the District and the community; act as the community liaison between the community and the Board.

Other duties as assigned by the Board.

SUPERVISORY RESPONSIBILITIES

Directly supervises administrative employees, Central Office employees and indirectly supervises all other employees of the District. Carries out supervisory responsibilities in accordance with the organization's policies, negotiated agreements and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Master's degree (M.A.) from four-year college or university; Administrative certificate through the Nevada Department of Education; 3 years or more of administrative experience preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as common scientific and technical journals, financial reports, legal documents and procedure manuals. Ability to respond to common inquiries or complaints from citizens, regulatory agencies, or members of the business community. Ability to write routine reports and correspondence. Ability to write speeches and articles for publication. Ability to effectively present information to top management, public groups, and/or boards of directors. Ability to speak effectively before groups of employees.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

TECHNOLOGY SKILLS

Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleagues, parents, and

the community; and conduct research/solve problems. Should be proficient with Microsoft Office products including Microsoft Word, Excel, Powerpoint, and Outlook.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to sit; use hands to finger, handle or feel; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this position varies. When visiting a building the noise level will be loud, in the office, quiet and at meetings moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

END OF POLICY

Legal Reference(s):