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**TITLE:** SUPERINTENDENT

**TITLE OF SUPERVISOR:** Board of Education

**SUPERVISES:** Directly or Indirectly, Every Employee in the District

**QUALIFICATIONS:**

1. Has experience in teaching and school administration totaling, at least ten years.
2. Holds a Master's Degree, with a major in educational administration.
3. Holds a valid certificate to practice as a superintendent issued by the State Department of Education.

**TERMS OF EMPLOYMENT:** The work year is twelve (12) months. Salary to be set and approved by the Board.

**EVALUATION:** Performance of this job will be evaluated by the Board of Trustees, annually.

**GENERAL RESPONSIBILITIES:**

Administers all phases of the school program in providing leadership in developing a maintaining the best possible educational programs and services in conformity with the policies which have been adopted.

**DESCRIPTION OF DUTIES:**

1. Serves as chief executive officer and adviser to the Board, with authority to manage and direct all affairs of the schools under the policies and regulations established by the Board.
2. Serves as official spokesperson for education in the district.
3. Administers and enforces all Board adopted policies and regulations relating to the operation of the schools.
4. Furnishes creative leadership to the Board of Trustees, the professional employees, and the community.
5. Prepares, adopts and amends, if needed, the program of studies, curricula, and courses of study, with the counsel and cooperation of the faculty and the Board.

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6. Nominates all employees to the Board of election, determines and assigns their powers and responsibilities, and directs them in the performance of the same.
7. Assigns and transfers employees as the interest of the district dictate, and reports such action to the Board for information and record.
8. Reports to the Board the case of any employee whose service is unsatisfactory, and recommends appropriate action.
9. Selects and employs all substitute and emergency teachers, pending a regular Board meeting.
10. Prepares the annual financial budget for approval, amendment, and final adoption by the Board and implements the same.
11. Acts as purchasing agent for the Board, purchasing all supplies, materials, and services authorized by the annual budget in accordance with state law.
12. Assists the Board in reaching sound judgments and establishing sound policies by giving personal advice on technical matters when such is needed and by placing before the Board, when need, helpful facts, results of investigations, information, and reports.
13. Informs and advises the Board about the programs, practices, and problems of the schools, and keeps the Board informed of the activities operating under the Board's authority.
14. Holds meetings with principals, teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
15. Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the Board informed of trends in education.
16. Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools, including the annual calendar.
17. Provides for continuous, comprehensive evaluation of facilities, personnel, programs, and policies for Board review and approval.
18. Controls and directs the classification and promotion of pupils.
19. Submits to the Board a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums.

20. Maintains adequate records for the schools, including a system of financial accounts; business and property records; and personnel, school population, and scholastic records. Acts as custodian of such records and of all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.
21. Assumes responsibility for the safety, proper care and use of all school property, so far as means at his disposal with permit.
22. Makes recommendations with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plan for new school buildings; all appropriations for sites and buildings; improvements, alterations, and changes in the buildings and equipment of the district.
23. Attends all Board meetings and its committees, unless specifically excused and/or except when own employment or salary is under consideration.
24. Keeps the public informed about modern educational practices, educational trends, and the policies, practices, and problems in the district's schools.