

**POPE COUNTY CUSD #1  
JOB DESCRIPTION**

**TITLE:** Superintendent

**PAY SCHEDULE:** Per Contract Agreement @ 12 months

**QUALIFICATIONS:**

- Specialist in Education degree or higher from an accredited institution
- Illinois Type 75 Administrative Certificate with Superintendent's Endorsement
- Previous experience as a building principal required, preferably at least five years
- Be of good character and of unquestionable morals and integrity
- Ability to read, interpret and enforce the State Board Rules, School Board Policies, and appropriate state and federal statutes
- Ability to use effective interview techniques, coaching procedures and evaluation procedures
- Ability to enforce collective bargaining agreements
- Ability to use effective public speaking skills, interaction skills, and problem-solving skills
- Skills in personnel management and supervision techniques
- Ability to communicate effectively, both orally and in writing
- Proficient computer skills and knowledge of relevant technology
- Ability to analyze and use data
- Knowledge of current educational trends and research
- Knowledge and understanding of the unique needs and characteristics of students

**REPORTS TO:** Board of Education

**SUPERVISES:** Directly -Building Principals, Unit Office staff, Head of Bus Maintenance  
Indirectly – All district staff

**JOB GOAL:** To provide leadership in developing and maintaining the best possible educational programs and services.

**MAJOR RESPONSIBILITIES AND DUTIES**

- Manage the operation and all other activities and functions which occur at the district
- Develop positive district/community relations and act as liaison between the district and community; communicate effectively both orally and in writing with parents, students, teachers, and the community
- Attend and participate in all meetings of the Board and its committees, except when own employment or salary is under consideration

- Communicate with Board President to keep him/her informed of impending problems or events of unusual nature
- Inform and advise the Board about the programs, practices, and problems of the schools; keep the Board informed of the activities operating under the Board's authority
- Advise the Board on the need for new and revised policies and see that all policies of the Board are implemented
- Prepare the agenda for Board meetings; prepare and submit to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to ensure the making of informed decisions
- Assist the Board in developing annual and long-range goals for the district
- Make recommendations to the Board for the employment, appointment or termination of personnel
- Discipline employees for just cause, and report such actions to the Board as appropriate
- Prepare, present and recommend the annual budget and administer the budget as enacted by the Board
- Establish and maintain efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget
- Develop job descriptions for all staff, subject to Board review and approval
- Participates, as deemed appropriate by the Board, in negotiations with recognized employee bargaining units
- Handles employee grievances or problems in accordance with applicable Board policies, collective bargaining agreements, and/or state/federal laws and regulations
- Make recommendations to the Board concerning the transportation of students in accordance with Board policies, state laws/regulations, and student safety considerations
- Direct the establishment of adequate property inventory records and ensure the security of school property
- Maintain directly or through delegation such personnel records, pupil accounting records, business records, and other records which are required by law and by the Board policy
- Represent the district in its dealing with other school systems, institutions, agencies and community organizations
- Oversee methods of teaching, supervision, evaluation and administration in the schools
- Provide leadership in the district improvement process and implement the district improvement plan; communicate educational vision and priorities effectively to staff; serve as the instructional leader for the district
- Implement School Board policy, state statutes, and federal regulations as they pertain to the district
- Supervise and monitor the accurate and timely completion of data collection and state and/or federal reporting requirements
- File, or cause to be filed, all reports, requests and appropriations as required by various governing bodies and/or Board policies
- Provide appropriate professional development opportunities for staff
- Communicate high standards for teaching and learning and model high expectations
- See that all funds, physical assets, and other property of the district are appropriately safeguarded and administered

- Conduct oneself as a positive role model
- Maintain a professional image in attire and grooming
- Attend a reasonable number of student/staff events
- Remain visible in schools, stay aware of current issues and activities in the schools, and show an interest in community affairs
- Improve leadership skills through professional development activities and attendance at conventions and conferences; disseminate that knowledge to other professionals
- Performs related duties as directed by the Board of Education in accordance with the school policies and practices