



# Annandale Public School District 876

## JOB DESCRIPTION

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**Position Title:**  
Superintendent

**Department:**

**Unit:**

**Immediate Supervisor:**  
School Board

**Grade Placement:**

**FLSA Status:**

### **Job Summary:**

The Superintendent is responsible for the administration of the school district in the most professional manner possible. The superintendent serves as the chief executive officer of the school district and non-voting ex-officio member of the school board. Responsibilities include organizing administrative and supervisory staff including instruction, business affairs and facilities. The Superintendent also ensures the policies, regulations and rules of the school district are current and are followed as stated.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Administers, as chief executive, the development and maintenance of a positive educational program designed to meet the needs of students and adults in the school district.
2. Supervises and directs the activities of all administrative staff and directors regarding school district operations, ensuring the school district is consistent to the policies and direction set by the school board.
3. Manages the financial resources of the school district. Ensures efficiencies in overall investment of all revenues available to achieve school district goals.
4. Prepares School Board meeting agendas and works with all School Board Members to guide the school district in achievement of district wide goals and objectives. Serves as the conduit between the school board and all district staff.
5. Manages school district communications to all stakeholders in the school district. Works to ensure that parents and community members have a role in decision making on all issues facing the school district. Serves as the district representative at community events.
6. Ensures the school district is in compliance with all federal and state rules, regulations and laws governing the operations of the school district.
7. Directs contract negotiations with all school district employees. Works to promote competitive and fair compensation and benefits to all school district employees.
8. Represents the school district in all co-operative ventures with neighboring school districts to provide the most effective and efficient services possible including special education, vocational education and extra-curricular activities.
9. Performs other duties of a like or similar nature.

## **EDUCATION AND KNOWLEDGE REQUIREMENTS**

### **Education Training and Experience Requirements:**

- Master's Degree in Educational field plus 45 credits.
- At least 8 or more years of prior and related work experience.

### **License/Certification Requirements:**

- State of Minnesota School Superintendent License

### **Knowledge required to perform the essential functions of the job:**

- Knowledge of state, federal and district policies.
- Knowledge of school facilities.
- Knowledge in the principles and fundamentals of public relations and public involvement.
- Knowledge of school finance guidelines and allocation of revenues.
- Knowledge of current educational and child development models, theories, trends and developments.
- Knowledge of politics and the impact to education and services to children in our schools.
- Knowledge of leadership, management and organizational theories.
- Knowledge of measurement and assessment principles, concepts and methods.
- Knowledge of supervisory and management theory and principles.
- Knowledge of Special Education and SPED law.
- Knowledge of safety and crisis plans.

## **WORK SKILLS AND CHARACTERISTICS**

### **Skills required to perform the essential functions of the job:**

- Working with employee unions in negotiating contract settlements that support positive relations.
- Skilled in human relations.
- Skilled in effectively interacting and communicating with staff, students, parents and the community.
- Skilled in oral and written communications.
- Supervising, delegating and mentoring administrators and directors in the conduct of their organizational responsibilities.
- Ability to organize and prioritize.
- Presentation skills; developing and presenting complex issues and concepts in an understandable manner.
- Conducting public relation activities both inside and outside of the organization.
- Skilled in problem-solving and working collectively with others to arrive at a consensus on school district direction and priorities.
- Skilled in decision-making, including information collection and seeking knowledge of policies, rules, laws, precedents and practices.
- Skilled in organizational oversight, including scheduling work, activities, and project deadlines.
- Technology skills including email, student management system, SMART, Google and the district security system.

## **PHYSICAL REQUIREMENTS**

### **Physical requirements associated with the position can be best summarized as follows:**

Sedentary work. Exerting a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.