

**TAKINI SCHOOL
POSITION DESCRIPTION**

POSITION TITLE: Superintendent
SUPERVISION: School Board

POSITION RESPONSIBILITIES:

1. Attends and participates in all meetings of the board and its committees when necessary except where his/her employment and salary is discussed in executive session.
2. Assists with the development and maintenance of a positive educational program designed to meet the needs of the students and communities and to carry out the policies of the Board.
3. Advises the Board on the need for new policies or revises old policies and sees that all policies of the Board are carried out.
4. Submits to the Board recommendations on all matters requiring Board action, collects facts, information and reports as needed to assist the Board in making informed decisions.
5. Keeps the Board informed of the activities operating under the Board's authority.
6. Supervises the carrying out all laws, regulations and Board policies.
7. Makes all administrative decisions within the school necessary to the proper operation of the school.
8. Delegates at his/her discretion to other employees of the school the power to carry out duties with the knowledge that the delegation of power does not relieve the Superintendent/CEO of the final responsibility.
9. Recommends to the Board the adoption of policy regarding courses of study, curriculum guides and major changes in texts and time schedules to be used.
10. Oversees the timely revisions of all curriculum guides and courses of study.
11. Secures and employs the best qualified applicants for positions in administrations, teaching and support services.
12. Assigns and defines the duties of all personnel.
13. Holds meetings with teachers and other employees as necessary for the discussion of matters concerning improvement of the school.
14. Oversees the teaching and supervision in the school.
15. Approves vacation schedules for school employees.
16. Disciplines employees as necessary for just cause and reports such to the Board.

17. Determines promotions, salary changes, demotions, or dismissal of employees upon Board approval.
18. Informs the Board about employees whose service is unsatisfactory and the action he/she will take.
19. Responsible for the preparation and presentation of an annual budget for approval by the Board.
20. Acts as the purchasing agent for the Board and establishes procedures for all purchases made by the school.
21. Oversees directly or through delegation personnel records, attendance records, business records and other records which are required by law or Board policy.
22. Represents the school in its dealings with other school systems, institutions, agencies, and community organizations.
23. Recommends to the Board the sale of all properties that are no longer used by the school and supervises the proper execution of the sale.
24. Responsible for seeing that reports required by the state are completed in a timely manner.
25. Approves the transfer of tuition students to the Takini School when appropriate.
26. Attends workshops or conferences as necessary to keep abreast of the latest educational trends and advises the Board of such trends.
27. Represents the Board as a liaison between the school and communities.
28. Keeps the Board informed about the need for maintenance and repairs of the school facilities and the replacement of school owned vehicles.
29. Confers with school supervisors on a regular basis.
30. Attend all School Board meetings.
31. Assists in the preparation of the Agenda for the monthly School Board meetings.

QUALIFICATIONS:

1. Masters Degree with Superintendent's or Administrative Endorsement on the certificate. Experience in School Administrative is preferred.