

REGULATIONS

CBA-R

AMELIA COUNTY PUBLIC SCHOOLS
AMELIA, VIRGINIA 23002

JOB DESCRIPTION

TITLE: Division Superintendent
LOCATION: Amelia County School Board Office
STATUS: Exempt, Full Time – 2-4 year appointment

PRIMARY PURPOSE:

To oversee the total operation of the Amelia County Public Schools. To provide leadership in developing and maintaining the best possible educational programs and services. To oversee and administer the use of all division facilities, property and funds with a maximum of efficiency, a minimum of waste, and an ever-present overriding awareness of and concern for the impact upon each student's education.

DESCRIPTION OF DUTIES AND TASKS

Essential Job Functions

1. Enforce the policies and regulations of the School Board.
2. Attend meeting of the School Board and such meeting of School Board committees as directed by School Board; however, he/she may be excused when his/her own efficiency or salary is under consideration.
3. Using school systems goals of instruction, priorities among goals, expectations for student achievement and goals for improvement as guides, maintain a continuous study of the problems confronting the schools, evaluate the quality and efficiency of all functions, and report orally and in writing to the School Board as required; and require such periodic reports from staff members as appear necessary for adequately reporting to the School Board and the public.
4. Provide copies of memoranda, handbooks, manuals and guides relating to policies and procedures as information to the School Board.

Job Description – Division Superintendent

Essential Job Functions (Con't)

5. Be responsible for the conduct of the instructional program, and provide courses of study, textbooks and supplies and supervision of the instructional program within the framework of the rules and regulations of the State Department of Education and the School Board.
6. Be responsible for the development, maintenance and operations of a constructive program of in-service training and education for employees of the school system, and for this service, have power under budget control to employ lecturers or consultants, to grant sick leave, personal leave, and vacations, to schedule staff travel, and to develop professional library facilities as required.
7. Have power to control and exercise general supervision of the individual schools and divisions of the school system by granting or withholding approval of policies, plans, and procedures as these may be prepared by the central administration or proposed by principals or the administrative heads of departments, divisions or units.
8. Nominate all employees of the school system to be approved by the School Board. The Superintendent shall define their duties, assign them to their various positions, and recommend salaries to be paid, subject to pay plans adopted by the School Board.
9. Be responsible, to the extent allowed by law, for assignment, transfer, suspension, and recommendation for promotion or dismissal of any employee of the school system only if authorized by School Board resolution. (Section 22.1-297).
10. Assign teachers to the positions where they can serve the school system to the best advantage and transfer employees at any time when such transfers will be in the best interest of the school system. (Section 22.1-297).
11. Consolidate classes, assign pupils to buildings and classes, transfer individual pupils from any school to another, and may for cause, suspend pupils from school. The expulsion of any pupil shall be subject to recommendation of the superintendent and approval by the School Board.
12. Prepare the annual calendar for adoption.
13. Have responsibility for housing of offices and schools; for activities pertaining to the plans, specifications, remodeling, and equipping of building and additions; and for the conduct of research studies and survey incidental to the determination of building needs and provision of the necessary school plant for the operation of the schools.

Job Description – Division Superintendent

Essential Job Functions (Con't)

14. Prepare an organizational chart that indicates the primary administrative organization of the school system.
15. Establish and maintain a program of public information designed to acquaint the general public and staff with the programs, policies, and procedures of the school system.
16. Promote a positive atmosphere in order to encourage close and harmonious employee-employer relations.
17. Be responsible for the fiscal management of the school system in keeping with School Board policy and applicable laws, rules and regulations.
18. Represent the division before elected and appointed officials.

MARGINAL JOB FUNCTIONS

Professional Development- Be involved in professional enrichment to the extent necessary to keep abreast of developments in the field of education.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Individuals must possess these knowledges, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodations, using some other combination of skills and abilities.

1. Comprehensive knowledge of related statute, regulations and policy plus the extensive administrative/managerial knowledge and experience required to plan, forecast, organize and direct multiple complex organizational components.
2. Demonstrated ability to deal with sensitive and difficult situations and information.
3. Demonstrated ability to supervise and evaluate others performing professional or administrative work.
4. Must possess highly developed interpersonal, problem-solving, decision-making and leadership skills.
5. Ability to communicate effectively, both orally and in writing.
6. Ability to manage and work with subordinates to accomplish mission and goals.
7. Understands difference between policy and administration and acts accordingly.

Job Description – Division Superintendent

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES (Con't.)

8. Is willing to assume a leadership role in decision-making while keeping the Board informed.
9. Can lead the Board in goal setting and planning.
10. Provides options and recommendations to the Board before accepting Board directions.
11. Manages and allocates resources of people, finances, and properties effectively.
12. Creates an atmosphere of trust and mutual respect.
13. Establishes a clear and objective criteria for accountability and evaluation of teachers, administration and staff.

QUALIFICATION STANDARDS

1. Division Superintendent's Qualifications:

- A. Must be listed on the "Eligible List of Superintendents" approved by the Virginia Board of Education, or possess the necessary qualifications for certification as a superintendent in the Commonwealth of Virginia.
- B. Must have evidence of continuing studies with doctorate strongly preferred.
- C. Must have demonstrated excellence in the five general areas of responsibility: School board Relations; Instructional Leadership; Personnel Management; School Finance and Planning; and Community/Public Relations. In addition, must have the highest standards of personal conduct and integrity.
- D. Must agree to become a resident of Amelia County no later than six (6) months after assuming the office of Superintendent.
- E. Has experience that demonstrates the ability to anticipate and analyze major issues and potentially problematic issues, to outline alternative courses of action.
- F. To objectively and clearly present issues and problems facing the school division, to accurately and objectively summarize issues and alternative courses of action.
- G. Has demonstrated an in-depth understanding of school finance, budgeting, and business operations, can clearly and articulately present budgetary issues and plans to the boards, public and governing bodies.
- H. Has the ability to delegate, to empower, and to support the staff to fulfill their responsibilities and perform agreed job standards.
- I. Has demonstrated personnel management skills, using a variety of approaches including team decision-making and school based management.

Job Description – Division Superintendent

1. Division Superintendent’s Qualifications: (Cont.)
 - J. Has a commitment to academic excellence and possesses the ability to lead the division in curriculum development, implementation and evaluation. Is creative and innovative, with the ability to evaluate new ideas for achieving educational improvements and excellence.
 - K. Has demonstrated knowledge of the responsibilities of the superintendent required by law with regards to observing regulations, making reports, and overseeing school accounts and policies.
 - L. Has the ability to interact with parental organizations, employee associations, and student associations through effective communications.
 - M. Is a strong advocate of public education, competent in developing partnerships with business, industry, organizations, and educational foundations.
 - N. Is a visible and articulate spokesperson, actively involved in the school and community.
 - O. Has an overriding concern for the welfare of ALL students.

2. Division Superintendent License:

An individual may be a candidate for the Eligibility List of Division Superintendents and the renewable division superintendent license through the completion of the requirements in one of the following three options.

- A. Option One.
 1. Hold an earned doctorate degree in educational administration or educational leadership from an accredited institution.
 2. Completed five years of educational experience in a public and/or accredited nonpublic school, two of which must be teaching experience at the NK-12 level and two of which must be in administration/supervision at the NK-12 level.
- B. Option two.
 1. Hold an earned master’s degree from an accredited institution plus completed 30 graduate hours beyond the master’s degree.

Job Description – Division Superintendent

2. Completed requirements for principal endorsement which includes the demonstration of competencies in the following areas:
 - a. Leadership skills
 - b. Development and management of budgets
 - c. Knowledge of school law
 - d. Human relations skills
 - e. Supervision of instruction skills
 - f. Personnel management and development
 - g. Public relations skills
 - h. Decision making skills
 3. Completed five years of educational experience in a public and/or accredited nonpublic school, two of which must be teaching experience at the NK-12 level and two of which must be in administration/supervision.
2. Division Superintendent License
- C. Option three
1. Hold an earned master's degree from an accredited institution.
 2. Hold a current, valid out-of-state license with an endorsement as a division superintendent.
 3. Completed five years of educational experience in a public and/or accredited nonpublic school, two of which must be teaching experience at the NK-12 level and two of which must be in administration/supervision.
3. Personal Qualities:
- a. Confidence, caring attitude, high intellectual ability, creativity, patience and enthusiasm are a must.
 - b. Be of sound character and in good health.
 - c. Be committed to education and lifelong learning.