

# SEMINOLE COUNTY PUBLIC SCHOOLS

## Job Description

### SUPERINTENDENT

#### QUALIFICATIONS

- Master's Degree required; earned doctorate degree from an accredited college or university is preferred.
- Ten years of successful administration/managerial experience required.

**REPORTS TO** School Board of Seminole County      **SUPERVISES** All employees of Seminole County Public Schools

### POSITION GOAL

*To provide leadership in directing the administrative, instructional and supportive staff in planning, organizing and coordinating the activities of the school district at the direction of the School Board.*

### PERFORMANCE RESPONSIBILITIES

1. \* Provide professional leadership in the development, maintenance and evaluation of a positive educational program designed to meet the needs of all students.
2. \* Provide recommendations to the School Board regarding educational, administrative and supportive service plans, problems and needs.
3. \* Coordinate efforts of the staff in establishing effective operations of all aspects of the school district.
4. \* Direct the overall financial planning of the district and the preparation of the budget.
5. \* Recommend to the School Board plans concerning the transportation of pupils in accordance with the laws of safety.
6. \* Recommend plans and procedures necessary to provide adequate educational facilities with procedures to govern the use and care of school properties.
7. \* Advise the School Board regarding the need for new and revised policies.
8. \* Interpret and administer the policies approved by the Board.
9. \* Utilize strategic planning in establishing and implementing a management system for the school district.
10. \* Represent the School Board as liaison between the school district and the community.
11. \* Maintain effective public relations to inform community of educational programs needs and objectives of the school district.
12. \* Work effectively with administrators, parents, labor leaders, community/business leaders, minorities and appointed/elected officials as appropriate.
13. \* Maintain district compliance with all Florida School Statutes and regulations of the State Board of Education.
14. \* Maintain effective labor relations and serve as chief negotiator.
15. \* Recommend to the School Board all actions relating to personnel matters.
16. \* Perform other duties as assigned by the School Board pursuant to its authority under law and regulations of the State Board of Education.

*\*Denotes essential job function/ADA*

### TERMS OF EMPLOYMENT

PAY GRADE	POSITION CODES				ADA CODES	BOARD APPROVED
District Salary Schedule	PeopleSoft Position	TBA	Function	7200	2 Sedentary Work	
<b>Negotiated</b>	Personnel Category	1	Survey Code	72000	3 A / T - V	
M-12    D-258    H-1935	EEO-5 Line	1	Job Code	1203	4 B	