



Job Description

Position Title: Superintendent

Location: Dufur School District 29

Enrollment: 360

Reports To: Board of Directors

Position Overview:

The Superintendent serves as the chief executive officer of the school district, responsible for the overall administration, management, and leadership of Pre-K through 12th grade educational programs. The Superintendent will ensure that the district's vision and goals are achieved, fostering a positive educational environment for all students.

Key Responsibilities:

1. Leadership and Administration:

- Provide visionary leadership to the district, fostering a culture of excellence and continuous improvement.
- Develop and implement district-wide policies and initiatives aligned with state and federal educational standards.
- Oversee the development and execution of the district's strategic plan.

2. Educational Oversight:

- Ensure the delivery of high-quality educational programs for all grade levels.
- Collaborate with school principals and staff to promote innovative teaching and learning practices.
- Evaluate and enhance curricular offerings to meet the diverse needs of students.

3. Fiscal Management:

- Prepare and manage the district budget, ensuring fiscal responsibility and sustainability.
- Identify and pursue grant opportunities and alternative funding sources to support educational programs.

4. Community Engagement:

- Foster strong relationships with parents, community members, and local organizations.
- Serve as a representative of the district at community events and meetings, advocating for the needs of students and staff.
- Maintain open lines of communication with stakeholders regarding district initiatives and progress.

5. Personnel Management:

- Supervise and evaluate district administrators and staff, promoting professional development and growth.
- Ensure recruitment and retention of highly qualified educators and support staff.
- Address personnel issues in a fair and equitable manner.

6. Compliance and Accountability:

- Ensure compliance with all local, state, and federal regulations regarding education.
- Monitor and report on district performance metrics, including academic achievement and student growth.
- Implement strategies to address any areas needing improvement.

Qualifications:

- Master's degree in Education Administration or related field
- Valid Superintendent certification or eligibility for certification in Oregon
- Minimum of 8 years of experience in K-12 education, with a focus on rural education preferred
- Strong understanding of curriculum development, instructional strategies, and assessment
- Excellent communication, leadership, and interpersonal skills
- Strong Financial Management Skills with experience working with Foundations preferred

Working Conditions:

- The position requires a commitment to working flexible hours, including evenings and weekends, as needed.
- Travel within the district and occasional travel to state and national conferences may be required.