

**SOUTHERN OREGON ESD
JOB DESCRIPTION**

Title: Superintendent-Clerk

Position Goal: Administer, by policy, law and direction of the board, the total district operation. Provide leadership for educational programs, fiscal services and functions of the district.

Essential

Functions:

1. Attending all meetings of the board.
2. Formulating district goals, policies, plans, and programs; preparing (or cause to be prepared) and presenting facts and explanations necessary to assist the board in its duty of directing the district.
3. Recommending to the board the appointment, promotion, retention, or discharge of all district licensed/contracted employees.
4. Directing the preparation of the annual budget, and administering the budget as adopted by the board, acting at all times in accordance with legal requirements and adopted board policies.
5. Serving as liaison for the board of directors among the ESD staff, LEAs, ODE, and the public.
6. Providing administrative services and programs as required by ESD standards, Oregon law, and/or approved by LEA resolution.
7. Serving as executive secretary to the Jackson-Josephine-Klamath Counties Superintendents' Association.
8. Implementing board policies and necessary state and federal education laws.
9. Performing physical requirements unaided or with the assistance of reasonable accommodation. (See reverse.)

Minimum Prerequisites:

Five years teaching experience in public education
Five years administrative experience in public education
Oregon Administrative License; Superintendent Endorsement

Length of Position:

12 months

Salary:

Set by board of directors

Date Board Approved: November 22, 2002

The following physical requirements are essential functions of the job description:

Superintendent/Clerk

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|-----|-----------------------------|-------------------------------------|--|---|---|
| 1. | Stand/Walk: | <input type="checkbox"/> None | <input type="checkbox"/> 1-4 Hrs/Day | <input type="checkbox"/> 4-6 Hrs/Day | <input checked="" type="checkbox"/> 6-8 Hrs/Day |
| 2. | Sit: | <input type="checkbox"/> None | <input type="checkbox"/> 1-4 Hrs/Day | <input checked="" type="checkbox"/> 4-6 Hrs/Day | <input type="checkbox"/> 6-8 Hrs/Day |
| 3. | Drive: | <input type="checkbox"/> None | <input checked="" type="checkbox"/> 1-4 Hrs/Day | <input type="checkbox"/> 4-6 Hrs/Day | <input type="checkbox"/> 6-8 Hrs/Day |
| 4. | Bending: | <input type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input checked="" type="checkbox"/> Limited | <input type="checkbox"/> Not At All |
| 5. | Squat: | <input type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input checked="" type="checkbox"/> Limited | <input type="checkbox"/> Not At All |
| 6. | Climb Stairs: | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Limited | <input type="checkbox"/> Not At All |
| 7. | Single Grasping: | <input type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input checked="" type="checkbox"/> Limited | <input type="checkbox"/> Not At All |
| 8. | Pushing: | <input type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input checked="" type="checkbox"/> Limited | <input type="checkbox"/> Not At All |
| 9. | Pulling: | <input type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input checked="" type="checkbox"/> Limited | <input type="checkbox"/> Not At All |
| 10. | Fine Manipulation: | <input type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input checked="" type="checkbox"/> Limited | <input type="checkbox"/> Not At All |
| 11. | Repetitive Foot Controls | <input type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Limited | <input checked="" type="checkbox"/> Not At All |
| 12. | Lifting (less than 25 lbs): | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Limited | <input type="checkbox"/> Not At All |
| 13. | Lifting (25 - 50 lbs): | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Limited | <input type="checkbox"/> Not At All |
| 14. | Lifting (50 - 75 lbs): | <input type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Limited | <input checked="" type="checkbox"/> Not At All |
| 15. | Lifting (75 - 100 lbs): | <input type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Limited | <input checked="" type="checkbox"/> Not At All |