

JOB DESCRIPTION

LAKE COUNTY SCHOOL DISTRICT 7

TITLE: **SUPERINTENDENT**

QUALIFICATIONS:

1. Oregon certificate with Superintendent endorsement
2. Successful administrative experience
3. Effective human relations
4. Ability to serve as leader and accountable officer for all personnel of the district.

RESPONSIBLE TO: Board of Directors

SUPERVISES: All administrative, certified, classified, and confidential personnel of the district.

JOB GOAL: As the Board's chief executive officer, provides effective leadership in developing and administering the highest quality instructional program for the schools of Lake County School District 7 in accordance with the goals and policies of the Board as required by state and federal laws and regulations and within the budgeted amounts as approved by the voters of the district.

PERFORMANCE RESPONSIBILITIES (including but not limited to the following):

1. Service as executive officer by attending and participating in all meetings and deliberations of the Board, keeping them informed and advised of district operations.
2. Ensure conformity with approved guidelines by administering Lake County School District 7 in a manner consistent with applicable Oregon Revised Statutes, Oregon Administrative Rules, federal law, and all Board approved bargaining agreements, contracts, policies, regulations, and rules.
3. Oversee policy development and evaluation to include all rules, procedures, guidelines, handbooks, and yearly goals of the District. Provide, with administrative staff assistance, a continuous evaluation of the above and recommend changes, if any, to the Board.
4. Directly supervise the management team including the business manager, executive assistant, and building administrators.
5. Lead the instructional program insuring that the District is providing a course of study meeting or exceeding that required by the State Board of Education and that approved by the Board of Directors of Lake County School District 7. Instructional responsibilities include the proper certification of teachers, evaluation and selection of instructional materials, identification of program and course goals, program evaluation, curriculum improvement activities, standardized instructional testing, and staff development inservice.
6. Manage the support services including student guidance, instructional media, and safety programs.
7. Head all employment related activities including the hiring, assignment, retention, demotion, transfer, suspension, dismissal, and evaluation of all classifications of employees in accordance with Board policy and Oregon Revised Statutes.
8. Direct student discipline subject to Oregon Revised Statutes, Oregon Administrative Rules, and adopted Board policy, procedures, and guidelines and serve as the Board's appointed hearings officer.

9. Function as public relations representative of the Board in educational matters; transmit all actions of the Board which effect employees, parents, students, and the community.
10. Guide the security and use of all District facilities and equipment by the employees, the community, and outside agencies in accordance with policies and guidelines adopted by the Board.
11. Perform such other duties as the Board may determine.

TERMS OF EMPLOYMENT: As outlined in Superintendent's Employment Contract between Superintendent and Board of Directors.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy.

DATE OF HIRE: ON FILE

SALARY: As outlined in Superintendent's Employment Contract between Superintendent and Board of Directors.

I hereby accept the above terms of employment.

Superintendent Signature

Date

Board Chair Signature

Date

Board Approved: 02/14/1989
Revised: 10/18/2018
Board Approved: 10/24/2018