

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: Superintendent

EXEMPT: Yes
SALARY LEVEL: Set Yearly by the Board of Trustees
LOCATION: Central Office
REPORTS TO: Board of Trustees

PREPARED BY: Dr. John Hill **DATE:** 2/22/99
APPROVED BY: **DATE:**

JOB GOALS: The Superintendent shall be the chief executive officer of the Board and the administrative head of all divisions and departments of the school system. S/He may delegate responsibility for the operation of various segments of the school system, but shall be responsible to the Board for the results produced.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. To administer the development and maintenance of a positive education program designed to meet the needs of the community and to carry out the policies of the Board.
2. To recommend the number and types of positions required to provide proper personnel for the operation of such a program.
3. To recommend policies relative to the organization, finance, instruction, school plant, and the functions of the school program.
4. To nominate for appointment, to assign and to define duties of all personnel, subject to approval of the Board.
5. To supervise the development of the annual budget and to recommend it to the Board for action.
6. To keep the Board continually informed on the progress and condition of the schools.
7. To attend and participate in all meetings of the Board.
8. To make recommendations preceding action by the Board on decisions involving the employment, promotion, transfer, suspension, or dismissal of employees.
9. To provide orientation of supervisory and administrative personnel.

SUPERVISORY RESPONSIBILITIES:

Directly supervises 10 to 15 school principals, directors, managers, and employees within the school organization. Carries out supervisory responsibilities in accordance with the organization's policies and applicable law. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints, and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Fifth year college or university program certificate; or ten years related experience and/or training; or equivalent combination of education and experience. Must hold a valid Indiana Superintendent's License.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of teachers, parents, children and the general public.

MATHEMATICAL SKILL:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: Pen, pencil, pointer, slate, projector, public address system, tape recorder, blackboard, chalk, charts, diagrams, examinations, manuals, maps, publications, reference books, textbooks, computers.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT:

Twelve month year. Salary to be determined by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of corporation policy and state law.

Revised 11/10/00