

**SUPERINTENDENT JOB
QUALIFICATIONS AND DUTIES**

Date: August 10, 1999

The following job description outlines the responsibilities of the Columbia County School Superintendent.

Task 1: PERFORMS AS EDUCATIONAL LEADER OF THE SCHOOLS

- 1.1 Supervises and evaluates assistants.
- 1.2 Oversees planning and evaluation of curriculum and instruction.
- 1.3 Maintains a current knowledge of developments in curriculum and instruction.
- 1.4 Prepares long and short-term goals for the system including student achievement.
- 1.5 Communicates vision/mission to school personnel.
- 1.6 Participates in professional activities to enhance knowledge and skills.

Task 2: SERVES AS CHIEF EXECUTIVE OFFICER OF THE SCHOOL BOARD

- 2.1 Implements policies of the School Board.
- 2.2 Reports to the School Board about the status of programs.
- 2.3 Recommends actions and alternatives to the Board.
- 2.4 Acts as liaison between the School Board and school personnel.
- 2.5 Informs the Board about rules and regulations of the Georgia Board of Education and state and federal laws.
- 2.6 Informs the Board about current trends and developments in education.

Task 3: OVERSEES STAFF PERSONNEL MANAGEMENT

- 3.1 Has a recruitment plan and organizes recruitment of personnel.
- 3.2 Recommends the assignment of personnel to schools and offices.
- 3.3 Ensures administration of personnel and programs.
- 3.4 Plans and implements personnel evaluation system that identifies the strengths and weaknesses of employees in the system.
- 3.5 Maintains up-to-date job descriptions for all personnel.
- 3.6 Oversees the planning and evaluation of the staff and development program to address the weaknesses of employees in the system.

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Task 4: OVERSEES FACILITIES MANAGEMENT

- 4.1 Prepares long- and short-range plans for facilities and sites.
- 4.2 Ensures the maintenance of school property.
- 4.3 Monitors any construction, renovation, or demolition of school facilities.
- 4.4 Maintains and implements policies for the use of school property.
- 4.5 Oversees and implements policies for safe school facilities.

Task 5: OVERSEES FINANCIAL MANAGEMENT

- 5.1 Prepares the budget.
- 5.2 Ensures that expenditures are within limits approved by the School Board.
- 5.3 Monitors compliance with policies and laws.
- 5.4 Reports to the School Board on the financial condition of the school system.
- 5.5 Establishes and monitors procedures in planning and problem-solving for the schools.

Task 6: DIRECTS COMMUNITY RELATIONS ACTIVITIES

- 6.1 Articulates educational programs and needs to the community.
- 6.2 Maintains contact with the news media.
- 6.3 Participates in community affairs.
- 6.4 Involves the community in planning and problem-solving for the schools.

Task 7: OVERSEES PUPIL PERSONNEL SERVICES

- 7.1 Monitors pupil personnel services.
- 7.2 Monitors the pupil record system.
- 7.3 Implements programs relating to behavior and discipline of pupils.
- 7.4 Maintains programs for the health and safety pupils.
- 7.5 Acts as liaison between schools and community social agencies.
- 7.6 Monitors the pupil transportation system.

PROCEDURE: NO

ADOPTED: 1/1/76

REVISED: 2/14/89, 10/1/97