

Position Title: Superintendent
Department: Administration
Reports To: Calhoun ISD Board of Education

SUMMARY: Superintendent administers the affairs of the district in compliance with the Michigan School Code and adopted policies of the Calhoun Intermediate School District in such a way as to assure the best possible educational services to constituent districts and their citizenry, and to children being educated in programs operated directly by the Calhoun Intermediate School District.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Serve as administrative head of the entire district and chief executive officer of the Board of Education overseeing both educational and business functions of the district.
- Carry-out policies of the Board of Education.
- Administer the development and maintenance of a positive educational program designed to meet the needs of the community.
- Develop and maintain contacts with local constituent districts through advisory committees.
- Administer, through subordinates, pupil accounting, truancy, special education, instructional/professional development programming, general services and legislation, workforce development initiatives, technology initiatives, contract negotiations and financial/business and human resources affairs.
- Promote a positive image of the district and maintain good public relations at all times, including becoming involved in community affairs.
- Make written and oral reports to the board as requested/required.
- Formulate a written vision statement of future direction for the district.
- Demonstrate an awareness of issues affecting students and school districts.
- Demonstrate flexibility and general management skills.
- Demonstrate knowledge of and experience in school finance and fiscal management.
- Use effective two-way communications and possess excellent public relations and marketing skills with the ability to engage all constituents in the district's mission.
- Respect and encourage diversity among people and programs.
- Exhibit multicultural and ethnic understanding.
- Empower others to reach high levels of performance.
- Demonstrate dedication to educational excellence and commitment to the success of all students.
- Demonstrate evidence of human resource management and development skills.
- Demonstrate understanding of the political process at the local and state level.
- Advocate for the district in legislative and community affairs.
- Demonstrate ethical and personal integrity.
- Assist the board in all matters pertaining to the welfare of the district.
- Perform all other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Directly supervises the following staff:

- Assistant Superintendent for Finance and Human Resources
- Assistant Superintendent for Special Education Services
- Assistant Superintendent for Curriculum, Instruction and Assessment
- Assistant Superintendent for Regional Technology Services
- Assistant Superintendent for General Services and Legislation
- Director of Workforce Development

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty 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.*

DRUG FREE WORKPLACE REQUIREMENT:

The employee shall remain free of alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

EDUCATION and/or EXPERIENCE:

Masters Degree in Education from a college or university approved by a recognized accredited agency. The superintendent must meet all Michigan requirements as set forth in the Michigan Revised School Code (Section 380.651).

CERTIFICATES, LICENSES, REGISTRATIONS: Valid State of Michigan teaching certificate, Central Office administrative certificate or equivalent.

LANGUAGE SKILLS:

Ability to read, analyze and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information as well as respond to questions from groups of employees and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: Ability to operate a Personal computer. Experience and knowledge in PC/Windows based applications and software including spreadsheet and word processing applications. Must have ability to learn and utilize new technology, software, and/or programs to implement job responsibilities. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies and collective bargaining agreements. Ability to follow through on multiple tasks.

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 sit, talk and hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. Some driving is required. Frequent writing is required. Some extended hours and multiple demands from several people are frequently required of the employee.

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 very quiet. Position demands meeting deadlines with severe time constraints.