



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Superintendent of Schools
Payroll/Personnel Type:	12 Month
Job #:	8595
Reports to:	Board of Education
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

The Superintendent shall be the chief administrative officer for the District. He is responsible for the effective operation of the District; for the general administration of all instructional, business or other operations of the District; and for advising and making recommendations to the Board of Education with respect to such activities. He shall perform all the duties and accept all of the responsibilities usually required of a Superintendent as prescribed by the laws of the city of St. Louis, the rules and regulations of the Missouri Department of Elementary and Secondary Education, laws and regulations of the United States, statutes of Missouri State, and the policies, rules, and regulations established by the Board of Education.

Essential Functions:

- Attends and participates in all meetings of the Board and its committees, except when own employment or salary is under consideration
- Serves as ex officio member of committees
- Administers as chief school executive, the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board
- Advises the Board on the need for new or revised policies and sees that all policies of the Board are implemented
- Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information and reports as are needed to ensure the making of informed decisions
- Acts on own discretion if emergency action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable and recommends policy in order to provide guidance in the future
- Reports to the Board such matters as deemed material to the understanding and proper management of the schools, or as the Board may request
- Supervises the implementation of all laws, regulations and Board policies
- Makes all administrative decisions within the district necessary to the proper function of the school district
- Makes such rules and gives such instructions to school employees and students as may be necessary to implement Board policy
- Delegates at own discretion to other employees the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the superintendent of final responsibility for the action taken under such delegation
- Formulates school objectives, policies programs; prepares (or causes to be prepared) and presents facts and explanations necessary to assist the Board in its duty of legislation for the schools



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- Conducts periodic audit of the total school program, and advises the Board on recommendations for the educational advancement of the schools
- Recommends to the Board for its adoption all courses of study, curriculum guides and major changes in texts and time schedules to be used in the schools
- Oversees the timely revisions of all curriculum guides and courses of study
- Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with published policies
- Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees and receives from employees' communications to be made to the Board
- Directs staff negotiations with professional and nonprofessional personnel
- Secures and nominates for employment the best qualified and most competent teachers and supervisory and administrative personnel
- Assigns and transfers employees as the interest of the district may dictate and reports such action to the Board for information and record
- Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools
- Supervises methods of teaching, supervision and administration in effect in the schools
- Approves vacation schedules for salaried district employees under direct supervision
- Suspends any employee for just cause
- Recommends to the Board for final action the promotion, salary changes, demotion, or dismissal of any employee
- Reports to the Board the case of any employee whose services is unsatisfactory and recommends appropriate action
- Submits to the Board a clear and detailed explanation of any proposed procedure that would involve either departure from established policy or the expenditure of substantial sums
- Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget and submits it to the Board for review and approval
- Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget
- Acts as purchasing agent for the Board and establishes procedures for the purchase of books, materials and supplies
- Provides suitable instructions and regulations to govern the use and care of school properties
- Recommends to the Board sales of all property no longer required by the Board and supervises the proper executive of such sales
- Oversees the processing and submission of required reports
- Files or causes to be filed, all reports required by the state and the school code
- Recommends the establishment or alteration of attendance boundaries for all schools in the interest of good administration of the instructional program and approves the special transfer of students from one neighboring district to another only when, in the superintendent's opinion, conditions in each case warrant such action
- Make recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety



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- Makes recommendations with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations and changes in the buildings and equipment of the district
- Represents the district in its dealings with other school systems, institutions, agencies and community organization
- Attends such conventions and conferences as are necessary to keep abreast of latest educational trends
- Represents the Board as liaison between the school district and the community
- Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the schools and the community
- Keeps the public informed about modern educational practices, educational trends and the policies, practices and problems in district schools
- Confers periodically with professional and lay groups concerning the school program and transmits to the Board suggestions gained from such conferences
- Performs such other tasks as may, from time to time be assigned by the Board

Knowledge, Skills, and Abilities:

- Apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- Interpret an extensive variety of technical instructions in mathematical or diagrammatic form Deal with several abstract and concrete variables
- Compute, discount, interest, profit and loss; commission, markup and selling price; ration and proportion and percentage
- Calculate surfaces, volumes, weights and measures
- Perform reading, writing and speaking at an advanced level
- Ability and personality necessary to work effectively with colleagues, parents, other individuals, community and school groups and organizations; must demonstrate positive, effective 'people skills'

Experience:

- A minimum of ten years classroom teaching experience, preferably in both elementary and secondary levels combined with experience as an elementary or secondary principal and district level administrator (required)

Education:

- Teacher, Administrator and Superintendent Certificate (required)
- Doctorate (preferred)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects



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- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee	Date	Immediate Supervisor	Date
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Human Resources	Date
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In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.



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