

Gratiot-Isabella Regional Education Service District

Position of Superintendent

Position: Superintendent
Department: Central Office
Reports to: Board of Education

SUMMARY: The Superintendent ensures the implementation of Board policy and oversees the entire scope of operations of GIRESD. S/he provides the leadership necessary to ensure the provision of the best possible educational opportunities for all students within the GIRESD's service area. The Superintendent directly supervises the Associate Superintendent for Special Services, the Associate Superintendent for Instruction, Business Manager, Regional CTE Administrator, Executive Director of Middle Michigan Network for Educational Telecommunications, and the Administrative Assistant to the Superintendent. Indirectly supervises, oversees, and manages the activities of all District staff.

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

- Prepares and submits to the Board reports and recommendations relevant to matters requiring Board action. Ensures that the Board receives information required to allow the Board to make informed decisions in all areas of District business.
- Attends and participates in all meetings of the Board and its committees, with the exception of those dealing specifically with the Superintendent's employment status or salary.
- Advises the Board of the need for new or revised policies or administrative guidelines, and ensures that all such enacted policies are implemented.
- Presents the Board with annual operating budget recommendations.
- Ensures the implementation of Board approved budgets.
- Keeps the Board informed and up-to-date regarding the programs, services, practices, problems, and general operations of the District.
- Ensures the implementation of all applicable constitutional or statutory laws, rules, regulations, etc. pertinent to the operations of the District.
- Interprets for staff all laws, rules, regulations, and Board policies necessary to fulfill the mission of the District.
- Recommends for employment the most qualified and most capable individuals to fill the personnel requirements of the District.
- Assigns and/or transfers employees to best serve the interests of the District.
- Delegates authorities and/or duties to other staff of the District, while retaining full responsibility for any action taken under such delegation.
- Develops and implements instructions and regulations pertaining to the use and care of District facilities and properties.
- Represents the District before the general public. Develops and utilizes such a program of public relations and publicity as may be required to keep the public aware of the activities, needs, and success of the District and its constituents.
- Ensures the maintenance of such personnel, pupil accounting, business, and other records required by laws, rules, regulations, or Board policy.
- Represents the District in its dealings with other school systems, agencies, and community organizations.
- Exercises authority and discretion in acting upon matters not covered by Board policy or guidelines.
- Observes and remains aware of the methods of classroom instruction, supervision, and administration being utilized in the constituent districts. Deals appropriately with problem areas or noncompliance.
- Supervises, directly or via delegation, all activities and operations of the District.
- Performs such other tasks and assumes such other responsibilities as may be assigned by the Board.

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.

EDUCATION and/or EXPERIENCE:

The Superintendent must possess a Master's degree or better in school administration, a Michigan teaching certificate (currently valid or expired), have appropriate maintenance of administrative continuing education requirements, at least five years experience in school administration, and possess any other additional qualifications as may be deemed necessary by the Board of Education.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS:

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 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:

Must be able to speak on demand to large groups of people. Must be able to transport between school buildings, districts and cities. 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.

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 walk and talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

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 this position varies. When visiting a building the noise level will be loud, in the office, quiet and at meetings moderate.

The information contained in this job description is for compliance with the American 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.

Annual Salary = \$132,651.00
Expense Account = \$0.00
Reimbursed Expenses = \$0.00
Supplemental Compensation = \$8,161.00