

# BUCKLEY COMMUNITY SCHOOLS

**BOARD OF EDUCATION  
BUCKLEY COMMUNITY SCHOOLS**

JOB DESCRIPTION

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The Board of Education authorizes the Superintendent to maintain job descriptions which shall be brief, factual, and, wherever possible, generically descriptive of similar jobs.

The job description for the Superintendent shall be defined as a policy of the Board.

All other job descriptions shall be defined as administrative guidelines of the Superintendent.

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## **Job Title: Superintendent of Schools**

Classification: Administration  
Reports to: Board of Education  
Evaluated by: Board of Education  
Supervises: All School Personnel

### **Job Goals:**

1. Serves as the educational leader for the district through establishing educational goals and priorities.
2. Develops means for providing communication between the community, staff, students, and the Board of Education.
3. Reports for the district, both formally and informally, to the Board of Education and other agencies as required by law or policy.
4. Is the liaison between the district and established agencies, groups, individuals, and offices which affect, or are affected by, the school district.

### **Performance Responsibilities:**

Manage the total operation of the school district in three general areas as follows:

1. Instructional Administration
  - a. Informs the Board of Education, community, staff, and students of the district's instructional status, needs, and achievements.
  - b. Recommends policies and actions concerning the instructional program to the Board of Education.
  - c. Develops procedures to implement policies established by the Board of Education relative to instruction.
2. Personnel Administration
  - a. Informs the Board of Education, community, staff, and students of the district's personnel status, needs, and achievements.
  - b. Recommends policies and actions concerning the selection, improvements, evaluations, and release of personnel to the Board of Education for approval.
  - c. Develops procedures to implement policies established by the Board of Education relative to personnel.
3. Business Administration
  - a. Informs the Board of Education, community, staff, and students of the district's financial status, needs, and achievements.

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- b. Recommends the policies and actions concerning the facility and fiscal concerns to include construction, maintenance , budget and financing to the Board of Education for approval.
- c. Develops procedures to implement policies established by the Board of Education relative to facility and finance.
- d. As the business development representative for the District, creates and distributes a marketing plan, develops a “brand” image for the District, and works to create synergy with the public and community.
- e. Maintains general and overall responsibility for each of the following:
  - i. Responsible for the cash receipts and disbursements.
  - ii. Responsible for accounts receivable and accounts payable.
  - iii. Responsible for payroll.
  - iv. Responsible for the general accounting, including, but not limited to:
    - 1. General ledger
    - 2. Tax Ledger
    - 3. Building and site fund
    - 4. Department ledgers
    - 5. Maintains files of account activity.
  - v. Responsible for investment of cash resources for the district.
  - vi. Assists in the budget preparations and control.
  - vii. Responsible for all financial reports required at the local, state, and federal levels.
  - viii. Maintains records and information for official audits.
  - ix. Maintains and administers all school insurance programs.
  - x. Any other financial duties as determined by the Board of Education.

### **Evaluation:**

Performance of this position will be evaluated in accordance with the provisions of any and all Board of Education policies, and local, state, and federal laws and interpretations.

### **Qualifications:**

1. Certificate and/or other legal credentials required locally, by accreditation agencies, or state regulations.
2. Degree(s) and major area of study as determined by the Board of Education.
3. Experience, both extent and type, will be determined by the Board of Education.
4. Such alternatives and additions to the above as determined by the Board of Education may find appropriate and acceptable.
5. Dependable and of good moral character.
6. The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

### **Terms of Employment:**

Fifty-two weeks. Salary, fringe benefits, and work schedule as established by the Board of Education within the terms of a contract renewed annually.

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*The information contained in this job description is for compliance with American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this and additional duties may be assigned.*

In signing this job description, you are acknowledging that you have completely read through this document and will comply with the responsibilities and expectations given above for Buckley Community Schools.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

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