



Job Title: **Superintendent of Schools**

Department: **Office of Superintendent**

Supervisor: **Board of Education**

Lane Placement: **Administration Lane 12**

Schedule: **8 hrs / 242 days** Evaluation Group: **CLASS**

FLSA Classification: **Exempt**

JOB DESCRIPTION

The Superintendent of Schools, as the Chief Executive Officer of Canyons School District, is responsible to provide leadership and direction in all phases and matters related to the operation of the district and is responsible to ensure that the goals, policies, and guidelines of the Board of Education are efficiently and effectively implemented.

ESSENTIAL FUNCTIONS

- Provide leadership and direction in all phases and matters related to the operation of the district and is to direct the implementation of Board of Education goals, policies and guidelines.
- Report the progress and needs of the district to the Board of Education and to make recommendations concerning needed action.
- Interpret Board actions, educational programs, accomplishments, and needs of the district to the staff and community and to respond to staff and community needs, problems, and concerns.
- Provide professional leadership to the community regarding educational matters and to utilize parent and community volunteers where appropriate.
- Provide for effective personnel management by instituting appropriate personnel policies and procedures, staff development programs, and employee relations programs.
- Approved, under Board of Education authorization, all employee actions, including selection, employment, evaluation, assignment, alteration of assignments, transfer, suspension, resignation, placement on probation, promotion, or dismissal.
- Evaluate personnel reporting directly to the Superintendent.
- Guide, recommend, and approved budget preparation and administration and to institute effective business management policies and procedures.
- Ensure the establishment of management guidelines and procedures which provide for the identification and acquisition of future school sites and the planning and building of physical facilities and to institute policies and procedures that promote the efficient use, control, and maintenance of existing district facilities and property.
- Provide for the development, implementation, and maintenance of educational programs that provide all students with an equitable opportunity for a quality education.
- Institute the necessary support services for students and personnel for all functions and operations of the district.
- Provide leadership and direction to assure that all functions and operations of the district comply with state and federal regulations and to communicate with the State office of Education, legal counsel, other governmental agencies, and private agencies concerning compliance management.
- Establish, implement, and maintain an effective district-wide system of planning and evaluation.
- Provide for professional and personal development by staying abreast of current research and developments in education and by active participation in appropriate professional organizations
- Predictable and reliable attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.
 It is the employee's responsibility to review and adhere to all district policies and procedures.
 This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: _____ 11/01/2019 _____