

Red River Parish School Board

Job Description

TITLE: **Superintendent**

Qualifications: Must have a valid LA Teaching Certificate in area of City or Parish Superintendent of Schools.

Five (5) years of successful professional school experience, state, parish, or city as a superintendent, Assistant Superintendent, Supervisor of Instruction.

Three (3) of which must have served as a principal in a state-approved system. Effective, new hire, June 1, 2016

Superordinate: Red River Parish School Board

Performance Responsibilities

1. Supervises all school employees directly or through subordinates.
2. Provides leadership in developing and maintaining the best possible educational programs and services.
3. Interprets and implements all Board Policies and state laws relevant to education.
4. Makes administrative decisions necessary for the proper function of the school district.
5. Supervises, directly or through delegation, all activities of the school system according to the policies of the Board.
6. Represents the Board as a liaison between the school district and the community.
7. Establishes and maintains a program of public relations to keep the public informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the schools and the community.
8. Attends and participates in all regular and special meetings of the Board, except when own employment or salary is under consideration, and makes recommendations of any nature affecting schools.
9. Reports to the Board such matters as deemed material to the understanding and proper management of the schools, and Board Policy.
10. 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.
11. Establishes and maintains efficient procedures and effective controls for all expenditures of district funds in accordance with the adopted budget, subject to direction and approval of the Board.
12. Files, or causes to be filed, all reports required by the State and School Code
13. Makes recommendations to the Board for the selection of Personnel of the district.
14. Makes and record assignments and transfers of all employees in keeping with their qualifications (certification and abilities) and employment history.
15. Employs such personnel as may be necessary, within the limits of budgetary provisions and subject to the Board's approval.
16. Suspends any employee for just cause, and reports such suspensions to the Board at the next board meeting thereafter for final action.
17. Summons employees of the district to attend such regular and special meetings as are necessary to carry out the educational programs of the district.
18. Accepts responsibility of the general efficiency of the school system, for the development of the school staff, and for educational growth and welfare of the students.

19. Defines educational needs and formulates policies and plans with emphasis on state mandated testing for recommendations to the Board.
20. Conducts periodic district administrative meetings.
21. Observes the ethics of the profession and encourages the same within the faculty, staff, and student body.
22. Develops and follows a Professional Growth Plan as outlined in the State Department of Education Bulletin 1525.
23. Performs all other duties as assigned by the Board.

Professional Ethics

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board’s dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board’s Sexual Harassment Policy (GAEAA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board’s dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

Employee Name (Print)	Employee Signature	Date
Immediate Supervisor	Date	

Terms of Employment: 12 Months