

## CAMPBELL COUNTY SCHOOLS

**Effective: July 1, 1974**

**Updated: March, 1999**

**JD Locator: 18.05**

**TITLE:** Superintendent of Schools

**QUALIFICATIONS:**

1. Holds a valid Kentucky certificate for Superintendent.
2. Has at least ten years of successful teaching experience.
3. Has demonstrated ability as an instructional leader, as a teacher or administrator.
4. Has demonstrated ability to communicate effectively with students, faculty, parents and community.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Board of Education

**SUPERVISES:** All administrative and supervisory personnel of the district.

**JOB GOAL:** Serve as executive officer for the Board of Education and the administrative head of all divisions and programs of the school system and is responsible for planning, staffing, organizing, supervising and financing the educational program of the system.

### **PERFORMANCE RESPONSIBILITIES:**

1. Interpret and carry out the policies of the Board of Education.
2. Administer the planning, development, and maintenance of a positive educational program in conformity with the adopted policies of the board, rules and regulations of the State Department of Education, and in accordance with State Law.
3. Delegate responsibility for the operation of various administrative units, but is responsible to the Board for results produced.
4. Recommend for Board consideration policies on organization, finance, instruction, school plant, and other functions of the school program.
5. Develop and put into action administrative policies and procedures consistent with Board Policy.
6. Serve as purchasing agent for the Board.

## **Superintendent of Schools - Continued**

7. Recommend the number and type of positions required to provide proper personnel for the operation of an efficient and economical school program.
8. Employ all personnel in accordance with Kentucky Revised Statutes and State Board of Education regulations, and define duties and assign work to all personnel.
9. Suspend from duty any employee of the school system.
10. Conduct a continuous study of the development and needs of the school and keep the public informed.
11. Study the requirements for the district for new construction and recommend needs and priorities to the Board.
12. Supervise preparation of annual budget and appropriation resolution and presents to Board with recommendations.
13. Attend all meetings of the Board and participate in all deliberations (except when meeting involves his/her contract).
14. Serve as ex-officio member of all committees named by the Board.
15. Initiate legislative policy for Board consideration and develop administrative rules and regulations consistent with these policies.
16. Evaluate the effectiveness of all district policies, rules, regulations, and procedures.

**TERMS OF EMPLOYMENT:** Work schedule to be established. (See board approved scheduling)  
Salary as established by the Board of Education.