

## **Killeen Independent School District Job Description**

**Job Title:** Superintendent  
**Reports To:** Board of Trustees  
**FLSA Status:** Exempt

### **SUMMARY**

Serves as the educational leader and chief executive officer of the district.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Assumes administrative responsibility and leadership for the planning, operation, supervision, and evaluation of the education programs, services, and facilities of the District and for the annual performance appraisal of the District's staff.

Assumes administrative authority and responsibility for the assignment and evaluation of all personnel of the District other than the Superintendent and makes recommendations regarding the selection of such personnel, as provided by Education Code 11.163.

Initiates the termination or suspension of an employee or the nonrenewal of an employee's term contract.

Manages the day-to-day operations of the District as its administrative manager.

Prepares and submits to the Board a proposed budget.

Prepares recommendations for policies to be adopted by the Board and oversees the implementation of adopted policies.

Develops or causes to be developed appropriate administrative regulations to implement policies established by the Board.

Provides leadership for the attainment of student performance in the District based on the state's academic excellence indicators and other indicators as may be adopted by the State Board or the Board.

Organizes the District's central administration.

Consults the District Improvement Committee in the planning, operation, supervision, and evaluation of the District educational program. [Education Code 11.252(f)]

Reports the District's maximum attendance to the commissioner no later than April 25th of each year, for the purpose of textbook requisitions. [Education Code 31.103(a)]

Notifies all instructional and support personnel who have regular contact with a student who has been arrested or taken into custody, as provided by a law enforcement agency. [Code of Criminal Procedure, Article 15.27(a)]

Stays informed about all aspects of the instructional program and ensures that there is a continuous focus on improving student academic performance.

Works with the staff, Board, and community in curriculum planning.

Develops, evaluates, and revises annually the District improvement plan, with the assistance of the District Improvement Committee.

Promotes goal-oriented performance and support for those involved in achieving District and campus performance objectives.

Conducts periodic evaluation of all programs and operations to determine improvements needed and to foster attainment of District and campus improvement plans.

Assists the Board in evaluating the effectiveness of school programs.

Demonstrates skill in anticipating, managing, and resolving conflict.

Recommends the number, types and organization of positions, including central administration, needed to carry out District functions effectively.

Performs duties established by the Board regarding the recommendation, employment, suspension, and dismissal of employees.

Assigns and reassigns all personnel; exercises final placement authority for educators transferred because of enrollment shifts or program changes.

Directs and supervises the staff evaluation program and provides effective two-way communication with District personnel.

Serves as liaison between the Board and staff.

Develops and recommends pay systems; recommends pay increases or adjustments for personnel.

Supports staff development and other professional development programs.

Promotes a positive work environment that fosters high staff morale and excellence within the District.

Stays informed of developments in state, federal, and local laws and public policy affecting education.

Prepares and submits in a timely manner any and all reports required by the Board, TEA, other federal and state agencies, and any records subpoenaed by a court of law.

Directs and supervises all financial accounting and ensures that funds are expended legally, in accordance with the approved budget, and controlled effectively.

Ensures District compliance with all applicable state and federal requirements.

Ensures that the school plant and facilities are properly maintained and that adequate provision is made for the safety of students, employees, and other users of school facilities.

Monitors District property, casualty, and workers' compensation loss experience to ensure that appropriate risk management and loss control strategies are employed.

Ensures a favorable educational environment through the implementation of an equitable and efficient system of student behavioral management.

Works with staff, Board, and community in planning and implementing support services for students.

Develops and implements effective communication between the schools and community; promotes community support and involvement with the schools.

Represents the District in activities involving other school systems, institutions, agencies, and professional and community groups.

Interprets Board policies to the staff, parents, and community.

Formulates, with the Board, an annual Superintendent's professional development plan and assists the Board in designing a process for evaluating the Superintendent's performance.

Pursues professional development through reading, attending conferences, and being involved with related agencies.

Assists the Board in identifying individual and team training needs, and in arranging training opportunities.

Prepares Board agendas and meeting materials in cooperation with the Board President.

Attends and participates in all meetings of the Board except closed meetings when the Board desires to discuss such matters as the Superintendent's contract or evaluation privately as outlined in the Superintendent's contract.

Keeps the Board continuously informed on issues, needs, and operations of the District.

Exercises discretion and good judgement in matters not covered by Board policy.

Serves as custodian of all minutes and records of the Board.

Communicates with the District's attorney on matters in litigation or potential litigation except as otherwise directed by the Board.

Performs any other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Manages all staff within the district. Is responsible for the overall direction, coordination, and evaluation of the district. Also, directly supervises four secretaries. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **QUALIFICATIONS**

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.

## **EDUCATION and/or EXPERIENCE**

Doctoral degree in Education and ten years related experience in educational administration.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Superintendent Certificate.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to Board of Trustees, administrators, employees, students and public groups.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

## **REASONING ABILITY**

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

## **OTHER QUALIFICATIONS**

Ability to frequently travel out-of-district.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

## **WORK ENVIRONMENT**

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Frequent district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

**Revised Date:** October 30, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.