



- Assumes ultimate responsibility for the assignment of students, and the various specialized areas of administration including student services, business management, plant management, transportation and research.
- Maintains adequate records for the schools, including a system of financial accounts; business and property records; and personnel, school population, and scholastic records.
- Acts as custodian of such records and of all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.
- Assumes final responsibility for the selection, assignment, dismissal and evaluation of all personnel.
- Keeps informed of educational philosophy and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the Board informed of trends in education.
- Communicates directly or through delegation, actions of the Board to all employees and receives from employees all communications to be made to the Board.
- Directs staff negotiations with professional and nonprofessional personnel.
- Acts on own discretion if action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy in order to provide guidance in the future.
- Delegates at own discretion to other employees of the Board the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the superintendent of final responsibility for the action taken under such delegation.
- Performs such other duties as may from time to time be assigned by the Board.

**ADDITIONAL RESPONSIBILITIES:** None

**PHYSICAL ACTIVITY:** Work requires very infrequent lifting, pulling or pushing during the normal performance of tasks and responsibilities. The work does require frequent walking and standing.

**WORK ENVIRONMENT:** Work is performed in an environment where unusual temperature, noise and hazards are relatively nonexistent.

**QUALIFICATIONS:**

**EDUCATION**

Doctorate degree, from an accredited college or university, plus extensive preparation in educational administration and curriculum/instruction.

**EXPERIENCE**

Minimum of ten years of successful experience in teaching, administrative and supervisory fields.

**OTHER SKILLS AND ABILITIES:**

- Ability to inspire, lead, guide and direct every member of the administrative, instructional and support services teams in setting and achieving the highest standards of excellence and continuous improvement, so that each individual student may be provided with a complete, meaningful, and personally rewarding education.
- Visible accessibility
- Excellent communication, presentation, and listening skills.
- To oversee and administer the use of all district facilities and funds with a maximum of efficiency, and an ever present, overriding concern for their impact upon each individual students\'s education

**LICENSES/CREDENTIAL:** Valid Illinois Credential or license authorizing services as a Superintendent of Schools.

**TERMS OF EMPLOYMENT:** Salary is set by the Board of Education. Twelve month work year

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board\'s policy on evaluation of the Superintendent.