

Job Description
Barnum Public Schools ISD 91
Barnum, MN

Position Title: Superintendent
Location: District Office
Group: Administration
Reports To: Board of Education
Bargaining Unit: Individual Contract
Board Approved: 2022

Summary:

The Superintendent of Schools is directly responsible to the School Board for the general supervision, administration, and coordination of school district programs, projects, and services and the overall operation of the school district.

The Superintendent of Schools is the chief executive officer of the school district and, as such, carries out the policies established by the School Board. The Superintendent is responsible for seeing that all requirements of the MN Department of Education and other legal obligations are fulfilled or brought to the attention of the School Board for consideration and/or action.

The Superintendent of Schools is the educational leader of the district and should have a broad understanding of the educational needs and aspirations of the school and community, an appreciation of the goals, theories, and trends of public education, and knowledge of the administrative procedures by which these can best be put into effect in ISD 91.

Essential Duties and Responsibilities:

- Acts as the agent of the Board of Education in administering all areas of district operation.
- Provides leadership for the district's educational programs.
- Interprets and implements Board policies and regulations for staff and students. Ensures that all decisions of the Board of Education are executed.
- Recommends policy and program decisions to the Board.
- Oversees the financial operations of the school district. Ensures efficient procedures and effective controls for the proper fiscal management of the school district.
- Ensures compliance with all state and federal statutes.
- Manages an administrative team consisting of: principals, business manager, and supervisors.

- Establishes and prepares meeting agendas, presents items for consideration to the Board, and responds to inquiries from the Board. Serves as ex-officio member of the School Board.
- Acts as a liaison between the general community and the school district, answering questions and responding to concerns of parents, students, citizens, and staff to keep them informed of school activities.
- Manages personnel issues of school district employees, including making recommendations to the Board regarding hiring and other employee functions.
- Institutes a comprehensive school improvement process, including yearly and long-range planning and goal setting. Assesses and evaluates district programs to promote efficient and effective operation.
- Oversees and serves as a member of the Board's contract negotiating committee. Presents and provides information regarding salary and language adjustments on district operations.
- Keeps the Board fully informed of the accomplishments, failures, and needs of the school district.
- Coordinates activities with the Northeast Service Cooperative, Arrowhead Regional Computer Consortium, and the Northern Lights Special Education Cooperative.
- Assesses staff utilization and establishes a staffing plan for the school district.
- Establishes and coordinates an effective employee evaluation system.
- Serves as the district representative to the community by participating in community activities and organizations.
- Develops and implements strategies for positive public relations on behalf of the school district.
- Provides leadership in the areas of finance, food service, transportation, community education, technology, curriculum, and maintenance of facilities and grounds.
- Prepares, in conference with the Business Manager, an annual budget and submits it to the Board for approval.
- Other duties as assigned.

Qualification Requirements:

- Administrative experience at school
- Ability to communicate effectively, both verbally and in writing
- Ability to plan, set goals, organize, and follow through
- Knowledge of finance
- Technology literacy
- Ability to delegate
- Knowledge of instruction and curriculum
- Decision-making skills

- Interpersonal skills
- Knowledge of laws related to education
- Self starter, highly motivated
- Healthy regard for innovation and change in education

Education, Training and/or Experience:

- Minnesota District Superintendent License
- Minnesota Principal License
- Minnesota Teaching License

Knowledge, Skills & Abilities – Language, Communication, Mathematical, Reasoning:

Language/Communication Skills: The Superintendent should possess: the ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.; the ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community; the ability to write speeches and articles for publication that conform to prescribed style and format; the ability to effectively present information to top management, public groups, and/or board of directors.

Mathematical Skills: The Superintendent should possess: the ability to work with mathematical concepts such as probability and statistical inference, and be able to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: The Superintendent should have the ability to define problems, collect data, establish facts and draw valid conclusions. The Superintendent should have the ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Physical Demands: The physical demands are similar to any office personnel.

Work Environment:

The noise level of the work environment will vary from a quiet office setting to the volume typical of a pep fest or visit to the boiler room. There are frequent interruptions. Many meetings must be attended in and out of the district.