



Pine Island Public Schools

Position Title: District Superintendent	Job Description Date: 5/2023
Reports to: Pine Island School Board	Contract Days: 260
Candidates must have the following: • Current Superintendent Licensure	
Salary Range: Regionally competitive based on experience.	
General Position Description: The Superintendent is the chief executive officer of the School District, is the professional advisor to the School Board, and is directly accountable to the School Board. The Superintendent is responsible for guiding and directing all operations and activities of the School District and for informing the School Board of all the needs related to the current and future operations of the School District. The Superintendent shall recommend policies to the School Board and, when adopted by the School Board, shall be responsible for implementing, interpreting, and executing those policies.	

Superintendent shall do the following:

- Provide leadership for the School District's educational programs, staff-development programs, and curriculum development to provide the best possible learning environment for all the School District's students;
- Inform and advise the School Board about programs, practices, and problems of the School District and keep the School Board informed of the activities operating under the School Board's authority;
- Explain the educational needs of the School District to the School Board, recommending necessary new and/or revised policies and staffing changes for School Board action;
- Act as liaison between the community and the School District and respond to concerns of parents, students, citizens, and staff in order to increase understanding of policies and practices and to keep them informed of and involved with School District activities;
- Oversee all financial operations of the School District and prepare, present, and recommend budgets to the School Board;
- Interpret employee proposals to the School Board, recommend adjustments to employee policies and salary structures as appropriate, and be responsible for the management of all employee contracts and policies;
- Maintain and sustain a comprehensive strategic planning process, which includes short-term and long-term planning and the development of School District goals and instructional goals;

District Phone: 507-356-4849 / 5-12 School: 507-356-8326 / PreK-4 School: 507-356-8581

Our mission: to provide a safe learning environment that challenges and prepares students for the future

Our vision: Innovative Opportunities for Lifelong Success



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- Establish and maintain working relationships with agencies and personnel outside the School District to promote the best interests of the School District through contact with legislators, other superintendents, local government leaders, business, etc.;
- Maintain and improve effective School Board-Superintendent relationships by participating in joint seminars and training sessions;
- Delegate responsibility and authority to School District employees as appropriate, define the authority and responsibilities of and effectively evaluate mid-management staff;
- Complete in a timely manner all required school board, state, and federal reports; and
- Assume the ultimate responsibility for all aspects of the School District's operation.

Employee Acknowledgment

Date

This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.