

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Superintendent of Schools
Job Class Code: 0010
Pay Scale: per contract

Reports to: Board of Education
Work Schedule: per contract
Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- Performs such duties as are set forth in the Kentucky Revised Statutes and in the regulations of the State Board of Education.
- Assists in the development of and is responsible for the implementation and execution of policies adopted by the Board of Education.
- Keeps the Board informed on issues, needs, and operation of the school system.
- Offers professional advice to the Board on items requiring Board action, with appropriate recommendations based on thorough study and analysis.
- Works with the staff in presenting and interpreting school problems to the Board.
- Assists the Board in its efforts to interpret public opinion concerning the schools.
- Solicits, gives attention to, and makes response to problems and opinions of community groups and individuals.
- Encourages collaborative relationships with businesses and industries in the community.
- Develops a cooperative relationship with all news media.
- Undertakes long-term analysis and projection of staffing needs and availability.
- Develops and executes sound personnel procedures and practices for initial employment, promotions, assignments and transfers and termination actions.
- Develops a comprehensive plan for performance evaluation of all employees.
- Implements the Board-adopted Affirmative Action Plan and Equal Employment Opportunity goals of the district.
- Establishes appropriate staff development programs.
- Develops a plan of long range goals and objectives for the school system and provides opportunities for staff and community to engage in long-range planning activities.
- Implements a system of internal communication in the schools.
- Takes steps, through a continuous self-improvement program, to keep abreast of trends and practices in education.
- Evaluates the school program, advises the Board of school needs, and makes recommendations to the Board for meeting those needs.
- Recommends to the Board an annual budget that is realistic in terms of the district's resources and reflects priorities of the Board.
- Establishes sound financial procedures and practices which ensure accountability for all revenues, expenditures, and allocations.
- Leads the Board, the staff, and the community in a cooperative and continuous effort to improve the total school program.
- Participates actively in community affairs and projects a positive image for the district.
- Maintains regular attendance and professional appearance.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education: Master's Degree
Certification/Licensure: Valid Kentucky Superintendent administrative certification

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.



CUMBERLAND COUNTY
PANTHERS