

**WINOOSKI SCHOOL DISTRICT**  
**Job Description**

**Job Title:** Superintendent of Schools

**Date Approved/Updated:** April 14, 2008

**Location:** District

**Job Group:** Administrator

**Reports To:** Board of School Trustees

**Summary of Position Responsibilities:**

To provide leadership in developing and maintaining the best possible educational programs and services.  
To provide oversight of all district operations.

**Essential Duties and Responsibilities:**

1. Attends and participates in all meetings of the Board and its committees, except when own employment or salary is under consideration.
2. Serves as ex-officio member of all committees.
3. Administers as the chief school executive officer, the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board.
4. Advises the Board on the need for new or revised policies and sees that all policies of the Board are implemented.
5. Acts on own discretion when 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.
6. Reports to the Board on such matters deemed material to the understanding and proper management of the schools, or as the Board may request.
7. Supervises compliance with all constitutional or statutory laws, state and charter regulations, and Board policies.
8. Provides administrative leadership to ensure that all decisions within the school district are necessary to the proper functioning of the school district.
9. Exercises leadership that all rules and instructions to staff and students are necessary to implement successfully Board policy.
10. Delegates to employees of the District the rights and responsibilities to carry out their duties or requirements for the successful operation of the district as a whole. This delegation of power or duty does not relieve the superintendent of final responsibility for the action taken under such delegation.
11. Formulates school objectives, policies, plans, and programs; and prepares (or causes to be prepared) and present facts and explanations necessary to assist the Board in its duty of legislation for the schools.
12. Recommends to the Board, in collaboration with professional staff, the adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools.
13. Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with published policies.
14. Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees; and receives from employees all communications to be made to the Board.
15. Employs such personnel as may be necessary, within the limits of budgetary provisions and subject to the Board's approval.
16. Assigns and defines the duties of all personnel, subject to Board approval.

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17. Holds such meetings of administrators, teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
18. Supervises methods of teaching, supervision, and administrations effect in the schools.
19. Approves vacation schedules for all salaried district employees.
20. Suspends any employee for just cause and reports such suspension to the Board at the next meting thereafter for final action.
21. Recommends to the Board for final action the promotion, salary changes, demotion, or dismissal of any employee in compliance with law and collective bargaining agreements.
22. Submits to the Board a clear explanation of any proposed procedure, which would involve either departure from established policy, or the expenditure of substantial sums.
23. Directs the preparation of the annual budget for adoption by the Board, and administers the budget as enacted by the Board, acting at all times in accordance with legal requirements and adopted Board policies.
24. Assumes responsibility for the financial affairs of school district funds.
25. Oversees the competitive bidding, process.
26. Oversees an effective inventory control and property accounting system.
27. Oversees controls for all expenditures of adopted budget, subject to direction and approval of the Board.
28. Oversees and effective purchasing system.
29. Is responsible for and oversees the use and care of all district property, and recommends to the board sale of all property no longer needed or required for district operations.
30. Oversees the proper maintenance of all district records; personnel records, pupil accounting records, business records, and other records, which are required by law and Board policy.
31. Responsible for the timely filing of all reports, surveys, documents, and other reports required by the state and the school code.
32. Makes recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety.
33. Makes recommendations with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the district.
34. Represents the district in its dealings with other school systems, institutions, agencies and community organizations.
35. Attends such conventions and conferences as are necessary to keep abreast of latest educational trends.
36. May represent the Board and serve as a liaison between the school district and the community on such matters as financial concerns, planning, staffing, curriculum, and/or other district matters when directed to do so by the board.
37. Manages and maintains a program of public relations to keep the public informed of the activities and needs of the school district.
38. Interacts with professional and lay groups concerning the school programs and other related activities and communicates suggestions to the Board suggestions from these groups.
39. Overseas the inspection of all school equipment, facilities, grounds and other properties to ensure compliance with a high standard of workmanship, cleanliness, safety and security.
40. Interacts with and guides school principals and others in the establishment of and regular upgrading of an evacuation procedures for each schoolroom and office.
41. Provides recommendations to the Board for the replacements of district vehicles and equipment.
42. Manages the district's real estate and insurance programs.
43. Performs such other tasks as may from time to time be assigned by the Board.

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***Supervisory Responsibilities:***

All administrative and supervisory personnel of the district.

***Supervisory Responsibilities include:***

interviewing hiring training appraising performance rewarding/disciplining employees addressing complaints and resolving problems planning, assigning, and directing work

***Qualification Requirements:***

*The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience:

Master's degree required. Teaching experience required. Administrative experience at the building and central office level.

Certificates, Licenses, Registrations:

Holds Vermont State license as a Superintendent.

Language Skills:

Ability to read, analyze, and interpret information from professional journals, state forms, legal documents, testing and assessment data. Ability to respond concisely and accurately to inquiries, questions and complaints from students, parents, colleagues, advocates, and community members. Ability to effectively present information related to job responsibilities to administrators, public groups, community members and School Board.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply math concepts such as fractions, percentage, ratios and proportions and to use basic formulas.

Reasoning Ability:

Ability to predict, define, analyze, solve and facilitate solutions to practical and applied problems in various environments that elate to areas of responsibility.

Other Skills and Abilities:

Other qualifications as determined appropriate by the Board of School Trustees and the Vermont Department of Education.

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**Physical Demands:**

The physical demands are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:

<u>O</u> Standing	<u>O</u> Walking	<u>C</u> Sitting	<u>O</u> Lifting	<u>O</u> Carrying	<u>O</u> Crawling
<u>O</u> Pulling	<u>  </u> Climbing	<u>O</u> Balancing	<u>O</u> Stooping	<u>O</u> Kneeling	<u>C</u> Talking
<u>O</u> Crouching	<u>C</u> Reaching	<u>C</u> Handling	<u>C</u> Fingering	<u>C</u> Feeling	<u>O</u> Repeat Motion
<u>C</u> Hearing	<u>C</u> Far Vision	<u>C</u> Near Vision	<u>C</u> Color Vision	<u>C</u> Depth Perception	<u>C</u> Eye/Hand Coordination

**Physical Effort:** Please indicate on the continuum the requirements of this position:

Sedentary Work	Light Work	Medium Work	Heavy Work	Very Heavy Work
Occasionally lifts up to 30 lbs Walks/stands occasionally	Frequently lifts up to 40 lbs. Frequently walks/stands.	Frequently lift/carry up to 25 lbs.	Frequently lift/carry up to 50 lbs.	Frequently lift/carry up to 50 lbs or more.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:

<u>  </u> <u>O</u> External Work	<u>  </u> <u>N</u> Extreme Heat	<u>  </u> <u>N</u> Extreme Cold	<u>  </u> <u>O</u> Noise	<u>  </u> <u>O</u> Dust, Vapors, Fumes
<u>  </u> <u>C</u> Time Constraints	<u>  </u> <u>C</u> Public Contact	<u>  </u> <u>C</u> Deadlines	<u>  </u> <u>O</u> Travel	<u>  </u> <u>C</u> Inside Work

   Time constraints

**Terms of Employment:** Terms to be negotiated with the School Board.

**Compensation:** Salary to be negotiated with the School Board.

**Evaluation:** Performance of this job to be evaluated by the Board of School Trustees on an annual basis.

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