

CENTRAL UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position: District Superintendent**Classification:** Certificated
Management**Reports to:** Board of Trustees**Range:** Certificated Management
Salary Schedule

SPECIFIC RESPONSIBILITIES

Serves as the Chief Administrative Officer responsible for the total management of the school district.

1. Chief Executive Officer for and Secretary to the Board of Trustees.
2. Directs processes providing leadership for the educational programs and operation of the District and presents to the Board of Trustees and all staff members, appropriate plans to improve the public schools.
3. Recommends the employment, assignment, transfer, promotion, resignation, dismissal and retirement of all District personnel.
4. Recommends the curricula, textbooks and educational supplies to be used throughout the District.
5. Directs the preparation of and recommends the annual Budget to the Board of Trustees for adoption.
6. Directs cooperation with city/county planning directors and governing bodies to ensure the Board is aware of growth patterns and recommends approval of building programs, as may be necessary.
7. Directs preparation of reports to the Board of Trustees on the condition and progress of the District schools.
8. Utilizes advisory committees to aid in the formulation of District procedures.
9. Appoints board-authorized citizen advisory committees to the Superintendent for study and discussion of school/district problems.
10. In cooperation with the Board of Trustees, informs the public with information about actions of the Board, progress of the schools and meets with community groups for presentation, study and discussion of problem areas.
11. Directs the preparation of Agendas and supporting documents for Board and other public meetings.
12. Directs formulations of Policies and procedures for maintaining the orderly operation of the District.
13. Directs the development of Administrative Regulations required to implement adopted Board Policies.
14. Directs the maintenance of accurate accounts (minutes) of all proceedings of the Board of Trustees, including all legal Opinions issued for and on behalf of the District.
15. Performs other related duties as may be assigned by the Board of Trustees.