



**POSITION DESCRIPTION  
NORTHFIELD PUBLIC SCHOOLS**

September 2007

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Superintendent	<b>Department:</b> Office of the Superintendent
<b>Immediate Supervisor's Position Title:</b> Board of Education	<b>FLSA Status:</b> Exempt
<b>Band/Grade/Subgrade:</b> F-11-2	<b>Bargaining Unit:</b> Superintendent
<b>Job Summary:</b> Serves as the Board of Education's chief executive officer, responsible for implementing Board policies and directing the work of the organization. Ensures that the focus of school district efforts is consistent with Board priorities.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Establishes educational and operational priorities for the District.
<b>Percent of Time:</b>	20	
<b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"> <li>• Works with the Board Chairperson to set agendas for Board regular business meetings, Board workshops and retreats, which are aligned with District priorities.</li> <li>• Provides linkages between the community, as expressed by the Board of Education, and the actual work performed by members of the organization.</li> </ul>		
<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Develops and implements comprehensive plans.
<b>Percent of Time:</b>	20	
<b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"> <li>• Develops and implements plans for accomplishing Board of Education priorities.</li> <li>• Evaluates the success of the plans.</li> <li>• Reports progress to the Board of Education, as well as the community.</li> </ul>		
<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Provides advice and counsel to the administrative and leadership staff.
<b>Percent of Time:</b>	20	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		

- Ensures that job responsibilities are clearly understood and are effectively accomplished.
- Provides autonomy to the building staff, within staffing and other guidelines; provides opportunities to staff to discuss decisions which may need to be made, which are outside of established guidelines.

<b>Duty/Responsibility No:</b>	7	<b>Statement of duty/responsibility:</b> Ensures the District resources are utilized responsibly.
<b>Percent of Time:</b>	10	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Maintains budget balances at an appropriate level which ensures that the District has adequate cash on hand in order to avoid short-term borrowing.</li> <li>• Maintains appropriate reserves in order to minimize the negative impact on the educational program in difficult financial times.</li> <li>• Develops assumptions in order for District staff to make appropriate financial projections.</li> <li>• Develops financial parameters for Human Resources for use in contract negotiations processes.</li> </ul>		

<b>Duty/Responsibility No:</b>	4	<b>Statement of duty/responsibility:</b> Establishes a professional and respectful working relationship with teachers and the support staff.
<b>Percent of Time:</b>	15	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Maintains an understanding of the challenges involved in program delivery, as well as the role of the District in supporting the success of all involved.</li> <li>• In the absence of a Director of Personnel, assumes the responsibilities of this department.</li> </ul>		

<b>Duty/Responsibility No:</b>	5	<b>Statement of duty/responsibility:</b> Assures that school district efforts are aligned with community priorities.
<b>Percent of Time:</b>	5	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Ensures that services are delivered in a manner consistent with community expectations.</li> </ul>		

<b>Duty/Responsibility No:</b>	6	<b>Statement of duty/responsibility:</b> Advocates for the interests of the school district and community when working with government agencies.
<b>Percent of Time:</b>	5	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Works with the city, the county, and with the legislature and Congress regarding issues and initiatives.</li> </ul>		

<b>Duty/Responsibility No:</b>	7	<b>Statement of duty/responsibility:</b> Performs other comparable duties of a like or similar nature as assigned.
<b>Percent of Time:</b>	5	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

**EDUCATION/KNOWLEDGE REQUIREMENT:** Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

<b>REQUIRED EDUCATION/TRAINING</b> (choose one)		<b>DEGREE INFORMATION:</b> <b>Type of degree: (B.S., M.A., etc.)</b>	
	<b>less than high school diploma</b>	Specialist Degree is required; Ph.D. or Ed.D. is preferred.	
	<b>High school diploma or GED.</b>	<b>Major field of study or degree emphasis:</b> Educational administration or educational leadership.	
	<b>1 year college</b>		<b>2 years college</b>
	<b>3 years college</b>		<b>4 years college</b>
	<b>1st year graduate level</b>	<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>	
x	<b>2nd year graduate level</b>	School finance. School facilities. Organizational theory. Leadership and management theory. Learning processes, models, theories, and educational technologies, trends and developments. Measurement and assessment principles, concepts, methods and techniques.	
	<b>Doctorate level</b>		
<b>Required Work Experience in Addition to Formal Education/Training:</b> At least three years teaching experience is required.			
<b>Required Supervisory Experience:</b> Eight years experience in education administration			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required upon hiring:</b> A School Superintendent's license issued by the Minnesota Department of Education is required.	

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Human relations.</li> <li>• Oral and written communications.</li> <li>• Curriculum and instruction planning and implementation.</li> <li>• School and school district administration.</li> <li>• Supervising, delegating authority, mentoring and monitoring administrators and directors in the conduct of their organizational responsibilities</li> <li>• Developing and presenting complex and diverse issues, proposals and concepts in an understandable manner</li> <li>• Planning, directing and implementing educational and instructional programs</li> <li>• Conducting public relation activities both inside and outside of the organization</li> <li>• Developing, planning, monitoring and budgeting for educational and administrative programs/needs.</li> </ul>
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<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>		
	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1	Director of Students Services	1

2	Principals	5
3	Director of Business Affairs	1
4	Director of Technology	1
5	Director of Community Services	1
6	Administrative Assistant	1
7	Director of Human Resources	1
<b>TOTAL</b>		11

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b> All district personnel	<b>Total: 550</b>

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. Work involve continuous contacts and interactions with the public, staff, elected officials, outside agencies, citizen groups, the media and others and can involve some disagreeable human interactions.
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<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit				X
Use hands dexterously (use fingers to handle, feel)	X			
Reach with hands and arms	X			
Climb or balance	X			
Stoop/kneel/crouch or crawl	X			
Talk or hear			X	
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds		X		
up to 25 pounds	X			
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			

more than 100 pounds	x			
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**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Sedentary Work:**  
 Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

Signature – Department Head	Date
Signature – Human Resources	Date

**Classification History:**  
 Created 9/03 by BCC  
 Updated 3/04 by BCC