

**BOARD OF EDUCATION
EXECUTIVE OFFICER - SUPERINTENDENT**

The Southwest Technology Center Board of Education recognizes that the superintendent of schools is the executive officer of the board of education and the administrative head of the school system. The superintendent must hold an administrator's certificate recognized by the State Board of Education. If the superintendent is employed for the first time in Oklahoma, he or she must attend training seminars as required by the Oklahoma Department of Education. The following duties have been established for the office of the superintendent of schools.

1. The renewal of the superintendent's contract shall be considered by the board in accordance with the superintendent's contract and announced or tabled annually (no later than its regular meeting in January each year). It is the duty of the president of the board to notify the superintendent as soon as possible following the board's decision.
2. The superintendent is the executive officer of the board and the leader of the educational forces of the community. The board shall seek the superintendent's recommendation on school matters.
3. The superintendent shall attend all meetings of the board, be a nonvoting member, and advise the board on all school matters.
4. The superintendent shall make recommendations to the board of candidates for the employment and discharge of personnel as the need arises. The superintendent is authorized to act as an agent of the board of education for the purpose of notifying an employee of Southwest Technology Center of the employee's non-reemployment by the board. As chief executive officer of the board of education, the superintendent is also authorized to discipline, suspend, demote, dismiss, or non-reemploy support employees employed by the district for one year or less, temporary support employees, specially funded support employees, substitute teachers, and teachers on temporary contracts, with or without cause and without notice and a hearing. The board shall not normally employ a school employee against the recommendation of the superintendent. The board will direct the superintendent to make additional recommendations if necessary.
5. The superintendent shall devote himself or herself to the study of educational trends, keep the board informed on conditions of the schools of the district, and present recommendations for the determination of policy. The superintendent shall, once policies have been established, devise ways and means for their operation and make periodic reports on the success of such policies.
6. All purchases of supplies, materials, or equipment shall be made on authority of a purchase order approved by the superintendent, within the limits established by the board.
7. Responsibility for the operation and maintenance of the activity fund is delegated to the superintendent.
8. The superintendent shall, each year, compose a calendar reflecting the days on which school will be dismissed, when school will end for the year, etc. The calendar shall be subject to approval by the board of education.
9. The superintendent shall make plans for admitting non-resident students who apply for permission to attend the career-technology center in this area's district.

BOARD OF EDUCATION, EXECUTIVE OFFICER - SUPERINTENDENT (Cont.)

10. The superintendent or designee shall be responsible for the supervision of student disciplinary actions and for the administration of suspensions.
11. The superintendent shall be responsible for providing the ways and means for teaching the subjects required by the State Board of Career and Technology Education and the State Board of Education and such other subjects as may be designated or approved by the Southwest Technology Center Board of Education.
12. The superintendent shall have all school accounts audited each year, and a copy of it filed with the secretary of the board of education.
13. The superintendent, in coordination with the campus director, shall visit personally all the campuses of the Southwest Technology Center as often as practical, carefully observing the methods of instruction and the classroom management of teachers and instructors; suggest improvements; provide remediation of professional skills, if necessary; advise as to the best methods of instruction and classroom management; and pay special attention to the classification of students, the program of studies, and the apportionment of time allotted to each of the prescribed subjects.
14. The superintendent shall secure adequate plant facilities; standardize supplies, equipment and other materials used in the school; and formulate standard procedures for purchasing equipment in all departments of the school.
15. The superintendent shall prepare a well-coordinated budget by requiring the various divisions of the school system to participate in its development. At least quarterly, the superintendent shall provide to the board a financial analysis indicating the expenditures of the district and an opinion of the general financial condition of the district.
16. The superintendent shall have the authority to close the campus in case of emergency.
17. The superintendent shall visit schools in other career-technology center districts to observe developing educational trends and to suggest appropriate means for the advancement of Southwest Technology Center.

REFERENCE: 70 O.S. §1-115, §116, §5-106

Adopted: January 1994 as policy B-119

Revised: November 1995

SOUTHWEST TECHNOLOGY CENTER

SUPERINTENDENT

JOB DESCRIPTION

POSITION PURPOSE: The Superintendent is the educational leader of the District and the management employee responsible for making recommendations on all policy matters directly to the Board of Education. The Superintendent is the principle administrative officer accountable for the day-to-day operations of the Technology Center District (aka school) and is responsible for the organization, curriculum development, evaluation and improvement of the District program. The superintendent provides administrative leadership to all technology center personnel engaged in delivering technical education to high school student and adults through full-time programs, short-term courses, and educational services to individual businesses and industries.

EXECUTIVE OFFICER:

The superintendent, by law, is the executive officer of the Board of Education. The executive authority is that function of the Board of Education which is delegated to the superintendent. The executive function is concerned with implementing the plans and policies of the Board, keeping the Board members informed, and furnishing creative leadership to the board and school district staff.

Unless limited by statute or Board action, the powers and duties assigned to the superintendent may be delegated. The superintendent shall be responsible to the Board for execution of delegated powers and duties. Lines of authority shall be clearly outlined by the superintendent by means of organization charts, job descriptions, and administrative regulations and procedures.

REPORTS TO:

Superintendent position assigned to the Board of Education who is responsible for supervision and evaluation. The Superintendent is evaluated annually in accordance with the provisions of the Board's policy, BJCD/BJCD-R, Evaluation of the Superintendent.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Master's degree (M.A.) in education with an endorsement of provisional or standard superintendent certification from the Oklahoma State Department of Education; and meet the requirements for the Technology Center Administrator's Credential from the OK Department of Career and Technology Education; minimum of five years of successful experience in teaching, administration and/or supervision in career technology education; or equivalent combination of education and experience in a comprehensive school or higher education system.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the *knowledge, skill, and/or ability required*.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business and industry community. Ability to effectively present information to top management, public groups, and/or boards of directors.

REASONING ABILITY:

Ability to read and comprehend varied and extensive written documents, regulations, and reference material. Ability to meet and confer with individuals and groups concerning a variety of subjects including confidential matters. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

OTHER SKILLS AND ABILITIES:

- * Ability to meet frequent deadlines requiring concentrated effort and overtime work; ability to work on a variety of projects at the same time.
- * Ability to deal with major issues and problems which can create high stress; Exercise good judgment.
- * Possess administrative, organizational and excellent interpersonal skills.
- * Ability to interpret and implement laws and regulations as pertained to the operation and management of personnel and technology centers.
- * Ability to develop and monitor technology center/school budgets.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Define short-range and long-range educational needs; establish district goals and formulate policies and plans for recommendation to the board of education. Provide leadership in the planning and development of quality career and technology education instructional programs and support services
2. Identify and evaluate pertinent research and trends for consideration and possible use in achieving the goals of the district.
3. Coordinate the development of long-range plans for the district.
4. Assist in determining district needs and in the preparation of the annual budget to be presented to the board of education
5. Oversee the establishment of and the adherence to efficient procedures and effective controls for the receipt and expenditure of school funds in accordance with the adopted budget, district policies, and the school code.
6. Direct the appropriate personnel to maintain an accounting and financial information system that is capable of supplying periodic, detailed, and thorough data reports as required.

7. Assist in the administration, implementation, and evaluation of the personnel policies of the school district.
8. Recommend to the Board of Education establishment of new positions and elimination of unneeded positions and participate in administering wage and salary programs of the District.
9. Consider and evaluate the employment and termination recommendations made by the respective department heads prior to presentation to the board of education.
10. Approve and direct the implementation of procedures for evaluation of all personnel to insure compliance with state and federal law and board policies.
11. Conduct an annual evaluation of all personnel directly under his/her supervision.
12. Participate in an annual evaluation of his/her own performance with the board of education.
13. Establish and maintain both within and outside the school, a program of public relations to promote understanding and maintain staff morale within the school and keep the public informed of the activities, needs and success of Southwest Technology Center.
14. Act as liaison and representative of the Board of Education and the District to parents, parent groups, schools, district communities and civic organizations, governmental entities and the general public.
15. Keep informed of and interpret laws, regulations, statutes, rules and policies affecting the district and assist in upholding and enforcing the board policies and administrative procedures.
16. Direct the preparation of and submit reports and other documents as required by the board of education and the State Department of Career and Technical Education.
17. Evaluate and modify as appropriate the planning of new construction prior to presentation to the board of education.
18. Approve the development of proposals for special funding of programs and projects.
19. Assure compliance with the organizational management philosophy of the district.
20. Approve the school calendar to be submitted to the board of education.
21. Conduct administrative staff meetings and participate in school meetings and other functions.
22. Provide oversight of all agendas and their distribution for regular meetings of the Board of Education and all notices for special and emergency meetings of the Board after reasonable opportunity for input by the Board President. Ensure preparation of minutes for all meetings of the Board. Attend all regular and special meetings of the Board of Education.

23. Provide leadership in concert with the directors and respective department heads in the planning, development, and effective operation of:
 - a. A unified district instructional delivery system, including competency based curriculum, special courses, new technologies, utilization of program advisory committees and staff development that will provide a superior system of instruction and training for secondary and post secondary students.
 - b. Quality support services for students including assessment, counseling, tuition assistance, student organization activities, and job placement.
24. Seek, develop, and participate in appropriate business/industry training partnerships that will serve the needs of business and industry, increase the utilization of the technology center's expertise, and enhance the business support of Southwest Technology Center.
25. Establish and maintain a positive working relationship with area business and industry leaders.
26. Develop contacts with and seek support of local, state, and federal officials including the mayor, the governor, members of the state legislative delegation, and secretaries of federal departments and agencies.
27. Maintain a line of communication and work cooperatively with administration staff and all district personnel.
28. Maintain professional competence through participation in professional and civic activities.
29. Maintain knowledge of current school laws and regulations related to school finance.
30. Maintain regular attendance following a designated work schedule.
31. Work extended hours and additional days/evenings as required by position responsibilities.
32. Participate in meeting/conferences as scheduled within the district and state and in other states.
33. Perform such other duties, assume such other responsibilities, and exercise such other authority as may be required or conferred upon by law or the board of education.

COMPETENCY PROFILE:

1. Customer Focus: Is dedicated to meeting the expectations and requirements of internal and external customers.
2. Integrity and Ethics: Accepts accountability for own performance and behavior; adheres to SWTC's values and code of ethics.
3. Self-Development: Is personally committed to and actively works to continuously improve him/herself; looks for opportunities to increase personal contribution and

- value to the organization.
4. Resource Management: Demonstrates good stewardship in use of time, money and materials; concentrates his/her efforts on the more important priorities.
 5. Action Orientation: Steadfastly pushes self and others for results; takes quick and time action; creates positive results by resolving problems and initiating action in an expedient manner.
 6. Business Acumen: Knows how business of the District works and is aware of current and future trends affecting the organization.
 7. Delegation: Clearly and comfortably shares the responsibility and accountability for both routine and important tasks and decisions.
 8. Managing Diversity: Deals effectively with and supports fairness and opportunity for all races, nationalities, cultures, disabilities, ages and genders.
 9. Excellent public relations skills, including composure, poise and confidence.

PHYSICAL DEMANDS & WORKING CONDITIONS:

The position of Superintendent involves work indoors in climate-controlled office environment with minimal noise, performing primarily sedentary work with limited physical exertion. The superintendent must be able to work extended hours whenever required, make local visits to various campus sites and participate in local, state, and out-of-state activities when required. Reasonable accommodation can and will be made to meet the requirements of the Americans with Disabilities Act.

MENTAL & EMOTIONAL REQUIREMENTS

The Superintendent must be able to perform job functions without supervision and direct the activities of others. The superintendent must be able to effectively handle multiple, simultaneous, and changing priorities and be capable of dealing calmly and professionally with numerous different personalities at various levels within and outside the organization. The Superintendent must be able to perform responsibilities with composure under the stress of deadlines/requirements for accuracy and quality and/or fast pace. The Superintendent must be able to exercise highest level of discretion and maintain confidentiality under all situations.

Nothing in this position description restricts the Board of Education's right to assign or reassign duties and responsibilities to this job at anytime.