

Superintendent Central Office Administrator Job Description

Please note: This job description is one of several adopted by the State Board of Education between 1984 and 1987 and was designed to correspond with the evaluation instrument. Local school systems can and often do modify the job descriptions to meet their individual needs. Please contact the [school system](#) in which you are interested for a finalized job description.

POSITION: School Superintendent

REPORTS TO: The Local Board of Education

SUPERVISES: Administrative, Instructional, and Support Personnel

PURPOSE: The superintendent provides the administrative leadership to all school personnel in carrying out the goals and objectives of the local school system.

ADMINISTRATIVE FUNCTIONS

- **Develop Plans**
The superintendent conceptualizes the broad goals of the school systems, translates goals into plans, plans an organization structure capable of accomplishing the goals, assesses the degree to which policies and practices are attained and plans responses to assessed needs.
- **Develop and Maintain the Educational Program**
The superintendent assures that the system's goals are represented by the educational goals in a manner consistent with legal, fiscal, organizational and community demands. This responsibility involves organizing and implementing an appropriate instructional program, evaluating the program, communicating support system needs to the board; maintaining appropriate working relationships with the board, staff, and community; and complying with the various demands placed on the school system.
- **Establish and Maintain the Program Infrastructure**
The superintendent assures that the system's goals are represented by infrastructure objectives pertaining to facilities, personnel, support services, and information management. The superintendent assures that board goals are translated into plans for the infrastructure, that plans are implemented and information is collected, maintained and communicated in an effective manner.
- **Develop and Maintain Administrative Procedures**
The superintendent creates the administrative procedures necessary for implementing personnel and fiscal policies consistent with: system policies; assessed needs; and applicable laws, rules and regulations. Once developed, the superintendent assures that administrative procedures are implemented appropriately.