

JOB DESCRIPTION

Title: **Superintendent/Principal of Schools**

Qualifications:

1. Masters' degree (Doctorate preferred)
2. Illinois Type 75 certificate with superintendent endorsement
3. Minimum of five (5) years administrative experience
4. Other requirements as deemed necessary by the State of Illinois and local Board of Education

Reports to: Brooklyn Unit School District #188 Board of Education

Supervises: Directly, or indirectly, every district employee

Job Goal: To provide leadership in developing and maintaining the best possible educational programs and services. Further, to oversee and administer the use of all district facilities, property, and funds with a maximum of efficiency, a minimum of waste, and an ever-present, overriding concern for their impact upon each individual student's education.

Performance Responsibilities:

1. Coordinate the agenda preparation of monthly School Board meetings with the Board president;
2. Attend and participate in all meetings of the School Board and its committees, except when his / her own employment or salary is under consideration;
3. Serve as ex officio member of all district committees;
4. Administer the development and maintenance of a positive educational program designed to meet the needs of the community and its youth;
5. Advise the Board on the need for new or revised policies;
6. See that all Board policies are implemented;
7. Assist the Board in developing long-range plans to implement district goals and objectives in accordance with Board policy;
8. Prepare and submit to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to ensure the making of informed decisions;
9. Act on his / her own discretion if action is necessary in any matter not covered by Board policy, report such action to the Board as soon as practicable, and recommend policy in order to provide guidance in the future;
10. Provide the Board with reports and information which will enable the Board to critically review the operation of the district and provide constructive advice and guidance as to improvement possibilities;
11. Supervise the effective carrying out of all constitutional or statutory laws, state and charter regulations, and Board policies;
12. Make all administrative decisions necessary to the proper function of the school district;
13. Exercise power to make such rules and give such instruction to school employees and students as may be necessary to implement Board policy;
14. Delegate, at his / her own discretion, to other employees of the district the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the superintendent of final responsibility for the action taken under such delegation;
15. Formulate such school objectives, policies, plans, and programs; and prepares (or causes to be prepared) and presents facts and explanations necessary to assist the Board in its duty of legislation for the schools;

16. Conduct a periodic audit of the total school program, and advise the Board on recommendations for the educational advancement of the schools;
17. Develop and maintain a facility system, along with the building principal, that will provide housing for all programs that encourage good management, teaching, and other services which facilitate learning;
18. Recommend to the Board for its adoption all courses of study, curriculum guides, major changes in texts, and time schedules to be used in the schools;
19. Study and revise, together with staff, all curriculum guides and courses of study on a continuing basis through the School Improvement process;
20. Prescribe rules for the classification and advancement of students, and for the transfer of students from one grade to another in accordance with published policies;
21. Communicate directly or through delegation all actions of the Board relating to personnel matters to all employees;
22. Receive from employees all communications to be made to the Board;
23. Direct staff negotiations with professional and non-professional personnel;
24. Secure and nominate for employment the best qualified and most competent teachers and other staff members (subject to the Board's approval);
25. Assign and transfer employees as the interest of the district may dictate, and report such action to the Board for information and record (subject to Board review);
26. Recommend to the Board the number and types of positions required to provide proper personnel for the operation of the school district prior to the March Board meeting;
27. Hold such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools and to carry out the educational program of the district;
28. Supervise methods of teaching, supervision, and administration in effect in the district;
29. Approve vacation schedules for all salaried district employees;
30. Suspend any employee for just cause and report such suspension to the Board at the next meeting thereafter for final action;
31. Recommend to the Board for final action the promotion, salary changes, demotion, or dismissal of any employee;
32. Report to the Board the case of any employee whose service is unsatisfactory, and recommend appropriate action;
33. Submit to the Board a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums in excess of \$2,500.00;
34. Recommend bond issues to provide capital funds and the expenditure of revenues from the sale of such bonds;
35. Direct the preparation of the annual budget for adoption by the Board;
36. Submit a tentative budget to the Board for review and approval;
37. Administer the budget as enacted by the Board, acting at all times in accordance with legal requirements and adopted Board policies;
38. Establish and maintain efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval by the Board;
39. Act as purchasing agent for the Board and establish procedures for single and contractual purchases of books, materials, and supplies;
40. Provide suitable instructions and regulations to govern the use and care of school properties for school purposes;
41. Recommend to the Board the sale of all property no longer required by Board, and supervise the proper execution of such sales;
42. Maintain directly or through delegation such personnel records, pupil accounting records, business records, and other records which are required by law and by Board policy;
43. File, or cause to be filed, all reports required by the state and the school code;
44. Make recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety;

45. Make recommendations with reference to the addition, alteration, improvement and changes in the buildings and equipment of the district;
46. Represent the district in its dealings with other school systems, institutions, agencies, and community organizations;
47. Keep informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, keeping the Board informed of such trends in education;
48. Represent the district before the public and maintain, through cooperative leadership both within and without the schools, such a program of publicity and public relations as may keep the public informed as to the activities, needs, and successes of the district;
49. Attempt to affect a wholesome and cooperative working relationship between the district and the community;
50. Keep the public informed about modern educational practices, educational trends, and the policies, practices, and problems in the district's schools;
51. Confer periodically with professional and lay groups concerning the district's programs, and transmit to the Board any suggestions gained from such conferences;
52. Ensure that statutory and common law health and safety rights are extended to all visitors, employees, and students;
53. Supervise the custodial and maintenance staff to make certain that the district's buildings and grounds are maintained in a safe condition;
54. Provide careful supervision and protection of all the district's real and personal property;
55. Make appropriate district personnel aware of the Risk Management plan, and take whatever steps necessary to provide for the health and safety of the district's employees, students, and visitors;
56. Serve as Special Education Coordinator for the district;
57. Direct, supervise, and evaluate the instructional program of the school;
58. Evaluate the performance of all personnel assigned to the school;
59. Maintain high standards of student conduct and enforce discipline as necessary, according to due process rights afforded all students;
60. Perform such other duties as assigned by the Board of Education.

Closing Date: To Be Determined

Salary: To Be Determined

Starting: July 1, 2020

Type: PreK-12; 177 Students

District Site: www.lovejoyschool.org

Application: Email your Cover Letter and Resume to betrenna@lovejoyschool.org
or by mail: Brooklyn Unit School District #188 Attn: Betrenna Caldwell, 800 Madison Street
Lovejoy, IL 62059.