

MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA

TITLE:	Superintendent of Schools
QUALIFICATIONS:	Superintendent's Certification; Central Office experience preferred
REPORTS TO:	Board of Education

PERFORMANCE RESPONSIBILITIES:

1. Oversees the business operations of the school district.
2. Is responsible for everything that happens in the district. May delegate authority, but never the responsibility.
3. Supervises all district employees, either directly or by delegation.
4. Exercises general supervision over the operation of all the schools in the system.
5. Supervises the implementation and administration of all district policies and procedures.
6. Provides educational leadership for the development of innovative plans for the successful operation of the district.
7. Attends all regular and special meetings of the Mustang Board of Education (Board) and participates in deliberations without the privilege of presenting or seconding motions or voting.
8. Supervises the preparation of the agenda for all board meetings.
9. Reports to the Board on a regular basis concerning instruction, budget, staff, pupil population, school plant and other school concerns.
10. Supervises the preparation of the general budget in accordance with federal regulations, Oklahoma statutes, O.C.A.S. and board policy.
11. Delegates the authority for and gives supervision to the organization and operation of an in-service education program for school personnel when it is deemed advisable.
12. Recommends new or revised policies and procedures for Board consideration.
13. Evaluates the effectiveness of general or specific areas of the school programs.
14. Makes recommendations to the Board for employment of personnel. Has the authority to accept voluntary resignations from employees and post the position openings when the need arises.
15. Assigns personnel to specific positions and reassigns them as conditions warrant the change. Reassignment involving change in salary status shall be submitted to the Board for approval.
16. In cases where action must be taken within the school system and the Board has provided no guidelines for administrative action, the Superintendent shall have the power to act.
17. Recommends improvement and expansion in school plant facilities as needed.
18. Disseminates information to the school patrons and community concerning school programs.
19. Represents the school district as the liaison at the local, state and national levels.
20. Acts as the Board's legal purchasing agent.
21. Abides by all district policies and state and federal laws.
22. Performs other duties as assigned by the Board.

TERMS OF EMPLOYMENT:

365-day contract. Salary to be determined by the Mustang Board of Education.

EVALUATION:

Job performance will be evaluated annually by the Mustang Board of Education.

PHYSICAL DEMANDS:

Ability to stand, walk, squat frequently.
Ability to lift up to 10 pounds frequently.

Adopted: 03-01-99
Revised: 10-04-99
Revised: 10-09-06
Revised: 12-08-08
Revised: 12-8-14