



CERTIFICATED JOB DESCRIPTION CAJON VALLEY UNION SCHOOL DISTRICT

SUPERINTENDENT OF SCHOOLS

DIRECTLY RESPONSIBLE TO

Governing Board

PRIMARY FUNCTION

To serve as the Chief Executive Officer of the District as described by District policy. The Superintendent is delegated the powers and duties necessary to the efficient management and administration of the District to the full extent permitted by law. The Superintendent shall organize and arrange the administrative and supervisory staff, including instruction, business and operational affairs, which best serves the District. The responsibility for selection, placement and transfer of existing personnel is vested in the Superintendent. Employment of new personnel will be recommended by the Superintendent subject to approval by the Governing Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serve as chief executive officer of the Board of Education and chief administrative officer of the District.
- Work with the Board, District personnel, parents, and the public to develop short- and long-range goals with clear criteria for determining effective achievement and evaluating outcomes.
- Represent the interests of the Board and the District in day-to-day contact with parents, other citizens, community, and governmental agencies.
- Provide leadership, guidelines, and directions to ensure that policies related to curriculum, instruction, pupil personnel services, personnel budget, and business affairs are carried out.
- Report regularly to the Board information regarding student learning and an analysis of student learning, an analysis of student achievement, and test scores.
- Review all policies adopted by the Board and make appropriate recommendations to the Board for addition, deletion or modification.
- Evaluate employees directly accountable to the Superintendent and oversee the evaluation of other employees as defined by California law and Board policy.
- Provide leadership and direction in planning and financing school facilities to meet growth needs.
- Advise the Board and make recommendations regarding possible sources of funds which may be available to implement present or contemplated District programs.
- Endeavor to maintain and improve professional competency by all available means, including reading appropriate periodicals and joining and/or participating in appropriate professional associations and their activities.
- Establish and maintain an effective community relations program including effective relationships with the media.
- Communicate openly, systematically, and in a timely manner to the Board, staff, the community, and promptly inform the Board of critical issues or incidents.
- Provide educational leadership to ensure quality teaching and learning.
- To perform such other duties as may be specified by law, the regulations of the State Board of Education, policies of the District, and responsibilities assigned by the Governing Board.

IMMEDIATE SUBORDINATES

Assistant Superintendent, Instruction
Assistant Superintendent, Personnel
Assistant Superintendent, Business
Exec. Dir., Student Support/Community Outreach
All Elementary and Middle School Principals
Executive Assistant to the Superintendent
Secretarial staff as may be assigned

SALARY

Determined by Governing Board