

## **Escondido Union High School District Job Description**

**Job Title:** District Superintendent  
**FLSA Status:** Exempt  
**Salary Level:** Contracted  
**Approved By:** Board of Trustees  
**Approved Date:** 08/17/99

### **SUMMARY**

Serves the Board of Trustees and the community as Chief Executive Officer of a public high school district, directing and coordinating activities in accordance with Board of Trustees standards by performing the following duties personally or through subordinate supervisors.

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

Plans, coordinates, and controls the daily operation of the district through the district's administrators.

Coordinates the establishment of current and long range goals, objectives, plans and policies, subject to approval by the Board of Trustees.

Oversees the administration of comprehensive high schools, alternative education programs and adult education through the Principals.

Oversees the administration of district-wide operation and education of students through Assistant Superintendents assigned to Educational Services, Business Services and Human Resources.

Dispenses advice, guidance, direction, and authorization to carry out major plans, standards and procedures, consistent with established policies and Board approval.

Meets with district administrators to ensure that operations are being executed in accordance with the organization's policies.

Oversees the adequacy and soundness of the district's financial structure.

Reviews operating results of the district, compares them to established objectives, and takes steps to ensure that appropriate measures are taken to correct unsatisfactory results.

Establishes and maintains an effective system of communications throughout the district.

Represents the district to the other districts and the community.

### **SUPERVISORY RESPONSIBILITIES**

Manages 10 or more subordinate supervisors who supervise a total of 700 employees in the school sites, Educational Services, Business Services, and Human Resources. Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises one Confidential employee. Carries out supervisory responsibilities in accordance with the

organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Sufficient education, training and experience to perform the responsibilities described. Master's degree (M. A.) or equivalent; and a minimum of five years related experience and/or training is desirable. Experience in the field of education is desirable.

**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 community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively communicate with and present information to students, teachers, classified staff, management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with a variety of abstract and concrete variables.

**OTHER SKILLS AND ABILITIES** Working knowledge of Microsoft software is desirable.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**COMMENTS**

The Superintendent of the Escondido Union High School District must believe in public education, be committed to student learning and achievement, and have the ability to effectively communicate and carry out the direction and policies established by the Board of Trustees by demonstrating a leadership style that creates and maintains a congenial and productive environment.