

**DISTRICT SUPERINTENDENT  
CERTIFICATED JOB DESCRIPTION**

**Primary Function**

The District Superintendent serves as the executive officer of the board and is designated as the official secretary of the board.

**Directly Responsible:**

To the Board of Trustees, Kernville Union School District

**Immediate Subordinates:**

Elementary Principals, Supervisors, and Special Education instructors

**ASSIGNED RESPONSIBILITIES**

1. Serves as Advisor to the Board. He/She is responsible for ascertaining and assessing current practices, methods, and materials, and experimental practices in other school districts as well as his own. He / She should analyze and cause the information to be presented to the board whenever appropriate.
2. Prepares Agenda. The Superintendent's Office is responsible for the preparation of the Agenda in conformity with the policies of the Board.
3. Implements Policy. The Superintendent assists in formulating policies that are acted upon by the board, and then should prepare a set of written regulations implementing these policies. He/she then delegates, supervise, and directs the staff in carrying out the district policies and regulations.
4. He/She is the Educational Leader of the school system and is responsible for the educational program.
5. He/She takes part in public affairs in both school and non-school activities, and encourages his/her staff to become active in the community.
6. The Superintendent is the public relations representative of the Board of Trustees and works with community leaders.
7. He/She is responsible for all recommendations of personnel for employment, while the Board, by law, employ all district personnel.
8. He/She provides professional growth opportunities for all school employees.
9. He/She is responsible for sound evaluation procedures for the staff.
10. The Superintendent works with Employee Organizations and establishes grievance procedures.
11. He/She should take time for his/her own professional growth, join appropriate professional organizations, and have time to visit other districts and attend conferences and conventions that will prove helpful to his/her board and school district.
12. He/She should develop and maintain skills that are necessary to his office.
13. The Superintendent is responsible for the Budget preparation and is responsible for all expenditures and the establishment of a control system for purchasing and accounting in accordance with the requirements of the Ed. Code and the local board policy.
14. The Superintendent is responsible for the control of the Physical Plant and equipment. He/she is responsible for the condition of school facilities, all equipment and transportation units. He/she must provide for a sound maintenance system.
15. He/She must develop and maintain plans and programs for the future in each of the foregoing areas.

16. Represents the District on related planning issues with the Kern County Superintendent of Schools, State Department of Education, Office of the DSA, Federal and other appropriate agencies.
17. Develops short and long range plans for school housing needs by taking into consideration program requirements, enrollment projections, and alternative uses for school sites and facilities.
18. Is responsible for working with the architects on the development of educational specifications for all construction. This effort will be coordinated with administrators, teachers, classified personnel, school site council, students and other concerned parties.
19. Provides leadership and detailed direction in a property management program to include inventory of existing facilities and maintenance and updating of site plans.
20. Coordinates and directs the construction program of the District, including preparation of comprehensive contractual documents in compliance with all local, state, and federal regulations with particular emphasis on Titles 21 and 24.
21. Provide Program direction to thirteen major grant funded programs to assure quality and compliance with local, state and federal mandates.

Adopted: September 8, 1976

Revision Adopted: July 12, 1994

Revision Adopted: January 9, 1996

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