



REVISED:  
07/01/1993

JOB TITLE:	SUPERINTENDENT
DIVISION	ADMINISTRATION
SALARY SCHEDULE/GRADE:	SET BY THE JEFFERSON COUNTY BOARD OF EDUCATION
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4000
BARGAINING UNIT:	CERX

**SCOPE OF RESPONSIBILITIES**

Responsible for carrying out the policies of the Board of Education and providing leadership that will result in quality education for students of the district. Assists the Board in establishing policies and objectives. Serves as chief executive officer to implement those policies and to ensure an efficiently operated organization. Evaluates strengths and weakness of organization and its product, and recommends or takes steps necessary to remedy problems. Provides long-range planning, sound financial management, and staffing plans. Spends considerable time in the community for public relations purposes.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Serves as the chief executive officer of the Jefferson County Board of Education, attends all meetings, enters into discussion, acts as secretary, and makes recommendations to the Board
- Administers the planning, development, coordination, and evaluation of the total operation of the system
- Assumes general supervision over the school system and over all personnel as provided by the revised statutes of the Commonwealth of Kentucky and the rules and regulations of the Jefferson County Board of Education
- Delegates responsibility for various administrative units but is responsible to the Board for the results produced
- Prepares the annual budget in accordance with the revised statutes of the Commonwealth of Kentucky, subject to changes as the Board deems desirable
- Recommends for appointment all certified and classified personnel
- Makes needed personnel adjustments, assignments, and transfers; approves and recommends leaves of absence, salary adjustments, suspensions, and dismissal of personnel for just cause
- Presents, for adoption by the Jefferson County Board of Education, policies and procedures designed to improve the educational program
- Collates information to keep the Jefferson County Board of Education and the general public informed regarding the progress and activities of the educational program
- Performs other duties as assigned by the Jefferson County Board of Education

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

**MINIMUM QUALIFICATIONS**

- Master's Degree
- Kentucky Certification for Superintendent
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

- Earned doctorate in Educational Administration

