

Hobbs Municipal Schools Job Description

Position: Superintendent

Supervisor: Board of Education

General Job Description:

Qualifications:

1. A master's degree.
2. A valid New Mexico administrative license.
3. Five years of experience in public school administration and supervision and/or teaching.
4. Demonstrate, by suitable experience, that he/she is capable of leading a staff and community in a continuous program of school improvement.
5. Ability to pass employment verification.

Essential Duties and Responsibilities:

1. Demonstrate foresight, examines issues and takes initiatives to improve the quality of education in the community.
2. Embrace and encourages the acceptance of diversity.
3. Use effective people skills to communicate.
4. Provide and maintain an environment where optimal student growth can take place.
5. Demonstrate instructional leadership.
6. Demonstrate an understanding of the dynamics of the educational organization.
7. Effectively manage the resources for which he/she is responsible including personnel, finances, facilities, programs and time.
8. Use supervision, staff development and performance evaluation to improve the educational program.
9. Maintain a familiarity with current educational issues through a process of ongoing personal development.
10. Comply with all School Board policies and administrative regulations.
11. Comply with Ethical Responsibility of the Education Profession Standards of Professional Conduct and Code of Ethics.
12. Attend all school board meetings and report appropriate information.
13. Use supervision, staff development and performance evaluation to improve the instructional and support process of the district. To do this, the Superintendent follows procedures consistent with the state and local Teacher/Support Performance Evaluation Plan.
14. Complete other tasks as deemed appropriate by the Board of Education.

Additional Duties and Responsibilities:

1. Serve as immediate supervisor of the assistant superintendents and the director of finance.
2. Sign all letters of employment.
3. Recommend employees for employment, demotion, transfer, or dismissal in accordance with the policies of the Board and the State Board of Education.
4. Assign instructional personnel.
5. Be informed by attending educational conferences and by participating in professional and instructional workshops.
6. Keep the Board informed as to educational trends, progress of the instructional program, and the general condition of the school organization.
7. Attend all meetings of the Board of Education, except that part of a meeting when his/her own employment is under consideration.
8. Have the right to make recommendations to the Board but shall not have to right to vote.
9. Present a school calendar indicating the opening and closing days of school, vacation dates, and teacher's meetings.
10. Makes the decision when school is to be dismissed for bad weather conditions.
11. Maintain an instructional program to extend from the three and four year old level through the twelfth grade which will be broad and varied enough to meet the educational need of all educable pupils as defined by state law and as being the responsibility of the district.

12. Maintain a program of special education for exceptional children as is generally provided for and in accordance with policies and plans of the Department of Education reflecting the needs of the pupils of the district.
13. Develop an organization chart, in concert with the Board, which assign responsibilities to the superintendent and staff in definite, but broad, general terms.
14. In cooperation with the Board, appraise and evaluate the results of the educational process.
15. Sign contract when requested to do so by the board.
16. Take an active part in school and community affairs.
17. Keep the staff updated with current information necessary for them to keep the schools operating efficiently.
18. Be responsible for good public relations with the community and the media.
19. Be responsible for developing the agendas for all Board meetings.
20. Be responsible for developing resolutions for all Board elections such as bond elections, mill levy elections, and Board member elections.
21. Be responsible for management of Leadership Team meetings.
22. Be indirectly responsible for all personnel.
23. Be responsible, subject to the Board of Education, for the selection and assignment of all school employees.
24. Be responsible for business management of the schools.
25. Be responsible for maintenance of school plant.
26. Be responsible for all equipment.
27. Be responsible for the coordination and supervision of the educational program.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required. Must make site or home visits when needed and appropriate. Must be able to work under stressful conditions.

Safety and Health Requirements:

1. Child Abuse/Substance Abuse Workshop
2. Bloodborne Pathogens Standard Training

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:

Salary and work year to be established by the Board.