



Job Title: Superintendent

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt

Reports to: The School Board of Escambia County, Florida

Supervises: Directly or indirectly all employees of the School District of Escambia County

Pay Grade: Superintendent will contract with School Board for salary in compliance with Florida Statute

JOB SUMMARY

The purpose of this position is to provide leadership for District/school operations and the delivery of all services to facilitate the best possible educational programs throughout the District. Will be required to perform all duties, obligations, and responsibilities required of a Superintendent of a County School District in the State of Florida as outlined and defined in the Florida Statutes particularly, but not limited to, Chapters 1000 through 1013 ("the Florida K-20 Education Code".)

ESSENTIAL JOB FUNCTIONS

- Establishes and maintains rapport with the School Board.
- Prepares and coordinates the assembly of the School Board agenda for all regular and special meetings of the Board.
- Coordinates the daily management of all School District programs and operations.
- Coordinates the assembly of the Executive staff and cabinet meetings and develops the agenda.
- Coordinates investigation of all alleged incidents of employee misconduct and ensures reporting of such misconduct to appropriate local, state, and federal agencies as appropriate.
- Coordinates all budget preparations.
- Coordinates short- and long-range planning related to all District programs and operations.
- Coordinates the staff's efforts in all legislative concerns at the community, state, and national level.
- Assists school principals in all matters related to the administering and managing of his/her school.
- Attends all School Board meetings and scheduled Board workshops. Serves as Secretary and Executive Officer of the Board.
- Coordinates the implementation of programs, philosophy, and policies of the District to staff, students, and the community.

- Interacts with parents, outside agencies, businesses, and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- Coordinates the staff's efforts in maintaining open communication with the members of the Escambia County School Board.
- Responds to concerns and inquiries in a timely manner.
- Keeps the School Board informed of potential problems or unusual events.
- Works closely with District and school staffs to support school improvement initiatives and processes.
- Disseminates information and current research to appropriate personnel to evaluate the feasibility of implementation.
- Keeps well informed about current trends and best practices in areas of responsibility.
- Facilitates the development, implementation, and evaluation of staff development activities provided in assigned areas.
- Promotes and supports professional growth for self, District personnel, and other stakeholders.
- Develops annual goals and objectives consistent with and in support of School Board goals and priorities.
- Maintains a network of peer contacts through professional organizations.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Coordinates annual performance appraisals of all employees.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Serves on councils or committees as appropriate at the District, state, or community level.
- Represents, consistently, the District in a positive and professional manner.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Master's degree or higher from an accredited educational institution, education related degree preferred.
- Minimum of ten (10) years of successful administrative experience, with at least five (5) years in leadership and administration in K-12 public school preferred.
- Hold or be eligible to hold teacher or administrative/superintendent certification.
- Knowledge of federal legislation and Florida Statutes as they apply to school district, including Florida Education Finance Program (FEFP), budgeting, fiscal planning, collective bargaining, Administrative Procedures Act, the Sunshine Law, and Florida assessment and accountability.
- Must maintain domicile/homestead residence in Escambia County, Florida within six (6) months of employment and possess a valid driver license.
- Qualifications may vary from the above requirements to such a degree as the Board determines is necessary and appropriate.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of local, state, and federal statutes, policies, and procedures which impact education.
- Requires the ability to communicate effectively with a variety of audiences, both orally and in writing.
- Requires the ability to facilitate groups to consensus.
- Requires the ability to display knowledge of conflict resolution strategies.
- Requires the ability to display knowledge of effective school's concepts and principles.

- Requires the ability to balance several job functions at one time and work under an extensive workload.
- Requires the ability to work cooperatively with other departments and agencies.
- Requires the ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement.

PHYSICAL DEMANDS

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

WORKING CONDITIONS

Employee in this position deals with crisis situations that require major decisions to be made involving people, resources, and property.

Date of Board Approval: November 19, 2019

Date of Revision:

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

NOV 19 2019

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY