

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

SUPERINTENDENT

Supervisor: Harlem Board of Education

FLSA Status: Exempt **Employee Group:** Administrative

Qualifications:

1. Valid Illinois Professional Educator License
2. Administrative Endorsement and Superintendent Endorsement
3. Master's Degree in Education
4. C.A.S. or Ed. Specialist Degree
5. At least four years of successful experience in school administration and supervision

Terms of Employment:

- Twelve (12) month contract
- Twenty (20) Vacation days

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Act as an Executive of the Board, leader, and accountability officer for all personnel of the system and liaison between those personnel and the Board.
2. Attend and participate in all meetings of the Board and its committees, except when own employment or salary is under consideration.
3. Serve as ex-officio member of committees.
4. Administer as Chief School Executive, the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board.
5. Advise the Board on the need for new or revised policies and see that all policies of the Board are implemented.
6. Prepare and submit to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to ensure the making of informed decisions.
7. Act on own discretion of action as necessary in any matter not covered by Board Policy, report such action to the Board as soon as practicable, and recommend policy guidance in the future.
8. Report to the Board such matters as deemed material to the understanding and proper management of the schools, or as the Board may request.

9. Supervise the effective carrying out of all constitutional or statutory laws, state and charter regulations and Board policies.
10. Make all administrative decisions within the School District necessary to the proper function of the School District.
11. Exercise power to make such rules and give such instructions to school employees and students as may be necessary to implement Board Policy.
12. Delegate at own discretion to other employees of the Board the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the Superintendent of final responsibility for the action taken under such delegation.
13. Formulate school objectives, policies, plans, and programs; and prepare (or cause to be prepared) and present facts and explanations necessary to assist the Board in its duty of legislation for the schools.
14. Conduct a periodic audit of the total school program and advise the Board on recommendations for the educational advancement of the schools.
15. Communicate directly or through delegation of all actions of the board relating to personnel matters to all employees; and receive from employees all communications to be made to the Board.
16. In conjunction with Assistant Superintendent for Human Resources, recruit, screen, interview, and hire all District employees with input from principals and supervisors. Keep official personnel records of certified and educational support staff employees of the District.
17. Recommend all assignments, transfers, dismissals, and promotions.
18. Administer the program and placement of student teachers. Work collaboratively with regional and local universities.
19. Supervise the educational support staff sick leave bank committee and conduct all meetings.
20. Serve as District hiring officer for Title IX, Title VII and discrimination complaints.
21. Direct all District, local, and state research relating to personnel.
22. Direct labor negotiations and represent Board and negotiate with staff as requested by the Superintendent.
23. Direct staff negotiations with professional and classified personnel.
24. Employ such personnel as may be necessary, within the limits of budgetary provisions and subject to the Board's approval.
25. Assign and transfer employees as may be necessary, within the limits of budgetary provisions and subject to the Board's approval.
26. Hold such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
27. Supervise methods of teaching, supervision, and administration in effect in the schools.
28. Recommend to the Board for final action the promotion, salary changes, demotion, or dismissal of any employees.
29. Report to the Board the case of any employee whose service is unsatisfactory, and recommend appropriate action.
30. Submit to the Board a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums.
31. Supervise the preparation and presentation of the annual budget and recommend it to the Board for approval.
32. Establish and maintain efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget subject to direction and approval of the Board.
33. File, or cause to be filed, all reports required by the State and the School Code.
34. Recommend the establishment or alteration of attendance boundaries for all schools in the interest of good administration of the instructional program, and approve the special transfer of students from one neighboring district to another only when, in the Superintendent's opinion, conditions in each case warrant such action.
35. Make recommendations to the Board concerning the transportation of students in accordance with the law and the requirements of safety.
36. Make recommendations with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the District.

37. Represent the District in its dealings with other school systems, institutions, agencies, and community organizations.
38. Represent the Board as a liaison between the School District and the community.
39. Establish and maintain a program of public relations to keep the public well-informed of the activities and needs of the School District, affecting a wholesome and cooperative working relationship between the schools and the community.
40. Keep the public informed about modern educational practices, educational trends, and the policies, practices, and problems in the District's schools.
41. Confer periodically with professional and lay groups concerning the school program, and transmit to the Board suggestions gained from such conferences.
42. Keep current with best practices and requirements as they relate to your job assignment.
43. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.