



Kit Carson Superintendent of Schools

Position Type:

Administration/Superintendent

Location:

Kit Carson

Date Posted:

11/08/2024

Date Available:

07/01/2025

Closing Date:

01/15/2025

Interview Date(s):

01/28/2025-02/01/2025

Final Decision:

02/09/2025

POSITION SUMMARY

The Superintendent of Schools serves as the Chief Executive Officer for the school district, guiding the administrative, instructional, and support teams to achieve excellence in education. This role involves visionary leadership in developing and maintaining programs that ensure the best possible outcomes for students while managing the district's resources, facilities, and finances effectively and efficiently.

KEY RESPONSIBILITIES

1. Leadership and Board Relations

- Advise the Board on policy needs, act as an ex officio member of committees, and ensure policies and applicable laws are followed.
- Prepare and submit actionable recommendations and reports to the Board, facilitating informed decision-making and proactive policy creation.
- Attend Board meetings and manage urgent issues not covered by existing policies.

2. Administration and Personnel Management

- Formulate school objectives and align plans, programs, and curriculum to achieve set objectives
- Oversee recruitment, assignment, evaluation, and termination of all district employees (except Board officers), ensuring fair employment practices.
- Make all administrative decisions within the school necessary for the district to function, including handling emergencies and situations not covered by board policies.
- Lead collective bargaining efforts and manage labor relations.
- Implement evaluation systems to maintain performance standards and provide constructive feedback.

3. Educational Program Development

- Develop and audit educational programs, recommend curriculum changes, and oversee updates to guides and courses.
- Promote best teaching practices and support continuous professional development.

4. Budget and Financial Management

- Prepare and present the annual budget to the Board.
- Manage financial controls and purchasing procedures, and act as the purchasing agent for the district.



5. Facility and Property Management

- Ensure the proper use and maintenance of district properties.
- Recommend and manage property sales and purchases as needed.

6. Community and Public Relations

- Establish and maintain a public relations program to inform the community about district activities, goals, and needs.
- Represent the district in community and educational forums, relaying feedback to the Board.

ADDITIONAL DUTIES

- Perform related tasks as assigned by the Board of Education.

REQUIRED SKILLS AND COMPETENCIES

- **Leadership and Ethics:** High standards of integrity, demonstrated leadership, and strong interpersonal skills.
- **Educational Expertise:** Knowledge of educational trends, effective teaching methods, and school management principles.
- **Policy and Law:** Familiarity with applicable federal and state education laws.
- **Communication:** Ability to communicate effectively with varied audiences and prepare reports for the Board.
- **Organizational Skills:** Strong project management skills, with the ability to balance multiple priorities.
- **Problem Solving:** Resourcefulness in addressing challenges and consistent decision-making.

BASIC REQUIREMENTS

- Familiarity with office technology (computers, copiers, fax machines) and relevant software.
- Must be able to travel to district buildings and professional events as required.

PHYSICAL AND MENTAL DEMANDS, WORK HAZARDS

- Works in standard office and school building environments.
Note: Also see the Summary of Physical, Sensory and Environmental Requirements Needed to Perform Essential Functions for this position.

QUALIFICATIONS PROFILE

Certifications/License:

- State Certification as required for the position.
- Motor Vehicle Operator's License or ability to provide own transportation.

Education:

- Bachelor's degree required.
- Master's degree from an accredited college or university in School Administration preferred.
- Master's plus 30 or Doctoral degree preferred.

Experience:

- Successful teaching experience, preferably in more than one grade level.
- Successful administration experience, preferably both as a school building and central office administrator.

FLSA STATUS: Exempt