

**Qualification/Powers and Responsibilities of Superintendent**  
(Job Description)

TITLE: Superintendent of schools

- QUALIFICATIONS:
1. An earned master's degree; preferably completion of one year of graduate work beyond the master's degree
  2. At least eight years of successful experience in teaching, administrative and/or supervisory fields
  3. A valid administrator's license or Type D certificate with endorsement of superintendent as issued by the Colorado Department of Education
  4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Board of Education

SUPERVISES: Directly or indirectly all employees of the district

JOB GOAL: To serve as the chief executive officer of the Board of Education for the management and efficient operation of the schools of the district, to administer the schools in accordance with the adopted policies and regulations of the Board of Education, the rules of the Colorado Department of Education and the laws of Colorado.

PERFORMANCE RESPONSIBILITIES:

The superintendent shall:

1. attend all Board meetings unless notified otherwise by the Board. The superintendent shall meet with the Board to report, advise and recommend in all areas of operation;
2. report, interpret and implement Board policies to the staff and the community;
3. prepare the budget and make accurate estimates of receipts and expenditures for the ensuing year;
4. recruit, select and recommend personnel for employment, retention and assignment in all areas;

File: CBA/CBC

5. determine educational, staff and physical plant needs and recommend ways and means of meeting these needs;
6. be responsible for the development of a continuous program of curriculum improvement for all levels of instruction and periodically report such improvements to the Board;
7. delegate authority and responsibility through appropriate channels to all employees;
8. perform such other duties and exercise such other authority as may be required by law or the Board of Education.

TERMS OF EMPLOYMENT: Twelve months a year. Contract terms and salary to be arranged with the Board.

EVALUATION: Performance of this job shall be evaluated annually in accordance with the provisions of the Board's policy on evaluation of the superintendent.

Adopted: April 20, 1993  
Amended: June 1995  
Approved: July 23, 2001

LEGAL REF.: C.R.S. 22-9-106 (4)

CROSS REFS.: ACA, Nondiscrimination on the Basis of Sex (Compliance with Title IX)  
ACE, Nondiscrimination on the Basis of Handicap/Disability  
CBI, Evaluation of Superintendent  
EBCE, School Closings and Cancellations