



NEW CASTLE COUNTY VOCATIONAL-TECHNICAL SCHOOL DISTRICT

JOB DESCRIPTION

POSITION: SUPERINTENDENT OF SCHOOLS

Job Goal:

The Superintendent is responsible for the effective and efficient operation of the District by planning, organizing, supervising, and facilitating faculty and staff activities; providing instructional leadership, ensuring the evaluation and supervision of staff and programs are completed according to regulations; preparing operational budgets that are executed to maximize the allocation of resources to improve the achievement of all students.

Essential Job Functions: Board/Superintendent Relationship

- Serving as the Executive Secretary of the Board under the direction and authority of the Board.
- Assisting the Board in developing short and long-range goals and methods to evaluate operational effectiveness.
- Performing other duties as assigned by the Board.

Career & Technical Education Experience or Leadership

- Knowledgeable of vocational and technical education and/or working experience in Career and Technical Education (CTE).
- Working knowledge of apprenticeship programs and continuing education/certification programs.
- Demonstrate ability to develop partnerships with business, industry, and higher education institutions.

Instructional Leadership

- Directing the daily operation of schools and instructional programs by organizing and motivating District staff in a collaborative manner that includes effective and timely decision making.
- Arranging for the systematic evaluation of staff and programs.
- Ensuring that students have equal access to appropriate educational programs, including co-curricular and extracurricular activities and other supplemental programs as deemed necessary.
- Overseeing a timely review of all curricular areas, career programs, and other subjects that the Board may require and make recommendations to the Board for program improvement.
- Maintaining a current knowledge of developments in curriculum courses and instruction through professional learning activities.

Personnel Administration

- Recommending the employment of, assigning, and supervising the work of all employees.
- Establishing internal administrative operational procedures, job descriptions, rules and regulations for all employees relating to personnel actions, collective bargaining agreements, financial disbursements and accounting requirements, equipment/facilities operation and use, food service, safety and staffing requirements.

Communication

- Communicating directly, or through delegation, all personnel actions by the Board to all employees and receiving from employees' communication to be made to the Board.
- Engaging with students, parents, teachers, community members and other constituencies in activities to motivate engagement, encourage teamwork, strengthen student services, identify challenges and/or address problem areas in schools.

Fiscal Astuteness

- Directing the development of, and making recommendations for, the yearly operating budget on a timely basis that reflects the needs of the District and insures the most efficient use of District assets and resources.
- Establishing and maintaining efficient procedures and effective controls for all expenditures of school funds in accordance with the Delaware state education finance system and the District's adopted budget.
- Reporting to the Board on the financial condition of the school system.

Facilities Management

- Preparing long range and short range plans for utilization of facilities in accordance with District strategic goals.
- Ensuring the proper maintenance of all school property.
- Overseeing and implementing policies for safe schools and facilities.

Qualifications

- Earned Doctorate preferred with minimum qualification of a Master's Degree.
- Delaware School Leader II Certification or eligible based on State Certification requirements.
- Minimum of five (5) years successful experience as a District and/or School Administrator.
- Demonstrated success as an instructional leader.
- Excellent communication skills with the ability to work collaboratively within a broad and diverse community.

Terms of

Employment: Twelve months a year. Salary arrangement with the Board.
Delaware residency required within six (6) months of employment.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy of Evaluation of the Superintendent.