



Irvine Unified School District

SUPERINTENDENT

DEFINITION

Under direction of the Board of Education, administers 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

EXAMPLES OF DUTIES

- Acts on own discretion if action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy in order to provide guidance in the future. Directs and coordinates activities concerned with administration of city, county, or other school system in accordance with Board of Education standards by performing the following duties personally or through subordinate supervisors.
- Formulates plans and policies for educational program and submits them to Board of Education for approval.
- Administers program for selection of school sites, construction of buildings, and provision of equipment and supplies.
- Directs preparation and presentation of school budget and determines amount of school bond issues required to finance educational program.
- Addresses community and civic groups to enlist their support.
- Interprets program and policies of school system to school personnel, to individuals and community groups, and to governmental agencies.
- Coordinates work of school system with related activities of other school districts and agencies.
- Ensures that laws applying to attendance of children at school are enforced.
- Supervises examining, appointing, training, and promotion of teaching personnel.
- Delegates 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.
- Prepares and submits 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 insure the making of informed decisions.
- Initiates and guides the development of policies for Board consideration, and develops such administrative rules and procedures as may be necessary to implement Board policies.
- Exercises leadership in the development and execution of the school/community relations program and represents the District in its dealings with other school systems, institutions and agencies, community organizations, and general public.
- Coordinates the total educational program and provides leadership in its development and improvement.
- Makes 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 and school sites; the plans for new school buildings; all appropriations for sites and building; and improvements, alterations, and changes in the buildings and equipment of the District.
- Assumes ultimate responsibility for the assignment of students, and the various specialized areas of administration including student services, business management, plant management, transportation and research.
- Serves as Secretary to the Board of Education.
- Maintains adequate records for the schools, including a system of financial accounts; business and property records; and personnel, school population, and scholastic records.
- Acts as custodian of such records and of all contacts, securities, documents, title papers, books of records, and other papers belonging to the Board.
- Assumes final responsibility for the selection, assignment, dismissal and evaluation of all personnel.
- Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the Board informed of trends in education.
- Keeps the public informed about modern educational practices, educational trends, and the policies, practices, and problems in the District's schools.
- Coordinates the work of administrative staff members, provides counsel and motivation, and fosters an esprit de corps.

- Directs studies and planning related to school organization, attendance area boundaries, and school plant requirements.
- Communicates directly or through delegation, actions of the Board to all employees and receives from employees all communications to be made to the Board.
- Guides the process of fiscal planning and budgetary development and interpretation.
- Directs staff negotiations with professional and nonprofessional personnel.
- Performs such other duties as may from time to time be assigned by the Board.

CREDENTIAL: valid California Credential or license authorizing services as a Superintendent of Schools.

EDUCATION: Master's Degree or higher, from an accredited college or university.

EXPERIENCE: Minimum of ten years of successful experience in teaching, administrative and supervisory fields.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

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