

SAUGUS UNION SCHOOL DISTRICT

CLASS SPECIFICATION

February, 1990

Essential Job Functions 12/97

## **SUPERINTENDENT OF SCHOOLS**

### **PRIMARY FUNCTION**

To serve as chief executive officer of the Board of Education and the Secretary to the Board.

**Directly Responsible to:** The Board of Education

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Serves as chief executive officer of the Board of Education and chief administrative officer of the Saugus Union School District
- Serves as secretary of the Board of Education
- Serves as chairman of the Leadership Team, the chief purposes of which are to maintain top-level communications on district-wide policy matters and to serve as a review group when group judgment and experience are desirable or necessary to decision making
- Selects, trains, and evaluates performance of immediate subordinates
- Performs such other duties as may be specified by law, the regulations of the State Board of Education, District Policy, and as directed by the Board of Education

### **QUALIFICATIONS GUIDE**

- Possess a valid California Administrative Credential
- Training and experience as determined by the Board of Education

### **ESSENTIAL JOB FUNCTIONS :**

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 25 pounds
- Able to carry up to 25 pounds

- Able to operate office machines and equipment in a safe and effective manner

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.