

SAUGUS UNION SCHOOL DISTRICT

CLASS SPECIFICATION
February 1990
Revised: Dec. 1997, Jan. 2018

SUPERINTENDENT

DEFINITION

The Superintendent serves as the chief operating officer of the Saugus Union School District ("District") and is responsible for the overall academic and operational performance of the District. The Superintendent is directly responsible to the Governing Board ("Board").

EXAMPLES OF DUTIES

- Oversee the day-to-day operations of the District, including but not limited to financial decisions and business affairs, human resources and personnel matters, general administration, instruction, communications, facilities, and government relations
- Oversee the development and administration of the District budget; approve expenditures and implement budgetary adjustments as appropriate and necessary; advise the Board and make recommendations regarding possible sources of funds that may be available to implement present or contemplated District programs
- Select, lead, and evaluate a highly qualified teaching and administrative staff with a commitment to academic excellence
- Select, lead and evaluate the "Cabinet" consisting of the assistant superintendents of Education Services, Human Resources, and Business Services
- Work cooperatively with the Board to advise and inform them on all matters concerning the District; and work with the Board to establish, communicate and maintain a vision for the District
- Serve as the secretary of the Board and interpret and implement Board policies
- Provide educational leadership to the Board, school staff, and community; keep apprised of trends in education and advise the Board regarding desirable

courses of action

- **Administer District programs, activities, and operations in accordance with state and federal laws and regulations and Board policies**
- **Provide leadership in the continuous development, evaluation, and revision of the instructional program to comply with legal requirements and the stated goals and objectives of the Board**
- **Work with government officials and community leaders to further the interests of our students, families, and community members**
- **Establish and maintain an effective community relations program, including an effective relationship with the media**
- **Perform other duties as may be specified by law, the regulations of the State Board of Education, District policy, and as directed by the Board**

QUALIFICATIONS GUIDE

Knowledge of:

- **District and school operations and management**
- **Special Education programs**
- **Bilingual Education programs**
- **Supervision and evaluation strategies and techniques**
- **Effective communications strategies and techniques**

Ability to:

- **Effectively plan and administer District programs**
- **Develop, monitor and maintain an effective community relations program**
- **Establish and maintain effective working relationships with the staff and the public**
- **Communicate effectively both orally and in writing; prepare and deliver oral presentations**
- **Plan, organize, and supervise the work of others**

Training and Experience:

- **Possess a valid California Administrative Credential**
- **Possess a Master's Degree in Education**

- A Doctorate Degree is preferred
- A minimum of 5 years of senior school district experience in a California school district with at least 5,000 students
- Other training and experience as determined by the Board

WORKING CONDITIONS

- Light to moderate physical effort
- Frequent standing or walking
- Periodic handling of light weight material
- Rapid paced work
- Moderate to high levels of stress
- Frequent evening meetings
- Frequent driving to District sites
- Primarily indoor office and school environment

ESSENTIAL JOB FUNCTIONS:

- Ability to pass required District physical
- Ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct conversation
- Able to engage in normal range verbal conversation (approximately 60 decibels)
- Able to demonstrate manual dexterity necessary to operate computer keyboard and calculator
- 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

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.