



Hayden School District

Job Description Superintendent

Job Summary:

The Superintendent serves as the Chief Executive Officer of Hayden School District and is responsible for the overall leadership, management, and administration of the District in accordance with Board policy, Colorado law, and the educational mission of the District.

The Superintendent provides visionary leadership to ensure high levels of student achievement, fiscal responsibility, operational excellence, staff development, and community engagement while fostering a positive culture that supports students, employees, families, and the community.

Qualifications

- Colorado administrative license required; superintendent license preferred.
- Minimum of a master's degree in a related field.
- Administrative experience required; teaching experience preferred.
- Other qualifications the Board determines are appropriate and acceptable, consistent with law.

Reports to:

- Board of Education

Supervises:

Directly or indirectly all district employees.

General Responsibilities

The superintendent guides the development of educational objectives and programs, directs district personnel and operations toward accomplishment of district goals, administers Board policy, conserves district assets and resources, and maintains productive internal and external relationships.

The superintendent's responsibility extends to all district activities, educational programs, personnel, finances, facilities, and operations. The superintendent may delegate duties with appropriate authority but retains ultimate responsibility for the results of delegated work.

Performance Responsibilities

Operations

- Direct the work of district personnel in planning, program development, and implementation.
- Develop and recommend long- and short-range educational objectives that support district improvement and growth.
- Establish administrative procedures and controls needed to implement educational programs and achieve district and state academic standards.
- Provide for regular and systematic evaluation of student achievement, educational programs, district operations, and personnel performance against established objectives.



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- Report to the Board on the progress and status of district programs and activities and promptly inform the Board of matters of major importance.

Organization

- Establish and maintain an administrative structure that provides effective management of all essential district functions.
- Recommend revisions to the district's management structure, including the establishment, revision, or elimination of administrative position.

Personnel

- Develop and recommend policies and programs for recruitment, selection, employment, employee relations, benefits, safety, evaluation, and salary administration.
- Maintain an adequate staff of properly trained administrative, supervisory, licensed, classified, and support personnel.
- Recommend the selection, employment, assignment, transfer, discipline, suspension, or termination of personnel as required by Board policy and law.
- Supervise assigned personnel and provide for periodic evaluations and performance appraisals.
- Recommend salary schedules, increases, adjustments, and job classifications for new or revised positions.

Finances

- Direct preparation of the district's annual budget and recommend programs and supporting data for Board consideration.
- Provide for sound management of district financial activities and keep expenditures within legally adopted appropriations and Board-approved budget limits.
- Assist principals and directors in maintaining efficient and economical operations.
- Maintain current knowledge of local, state, federal, and philanthropic programs that may provide financial assistance to the district

Board and Community Relationships

- Serve as the Board's executive officer and professional adviser.
- Attend Board meetings with the right to comment on matters before the Board, except when the Board is considering matters for which the superintendent's participation is limited by law or contract.
- Work with the Board president to prepare meeting agendas and provide pertinent information sufficiently in advance of each meeting.
- Represent the district in local, state, and national professional and community activities.
- Maintain cooperative relationships among the schools, families, community, governmental entities, and community agencies.
- Establish other relationships necessary to carry out the responsibilities of the position.



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Other Responsibilities

- Maintain confidentiality.
- Maintain regular and reliable attendance.
- Attend evening meetings and community events.
- Occasional statewide travel for professional meetings and legislative activities.
- Respond to emergencies outside normal work hours.
- Public Information Officer
- Perform other duties assigned by the Board of Education or as deemed necessary for district operations.

Physical Requirements

- Ability to sit, stand, walk, bend, reach, and lift up to 25 pounds.
- Ability to travel throughout the district and state as necessary.
- Ability to attend evening and weekend meetings.

Work Environment

- Office environment with frequent disruptions.
- Moderate noise level.

Terms of Employment

Contract: Multi-year contract as approved by the Board of Education

Salary: As determined by the Board of Education

Benefits: As outlined in the Superintendent's Employment Agreement

Equal Opportunity

Hayden School District RE-1 is an Equal Opportunity Employer and does not discriminate on the basis of race, color, gender, sex, sexual orientation, gender identity or expression, transgender status, religion, national origin, immigration/citizenship status, ancestry, age, pregnancy, marital status, veteran status, disability, family composition, need for special education services, and genetic information. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.

This exhibit accompanies Policy CBA and may be reviewed or revised by the Board in accordance with applicable law and Board policy.