



Superintendent

Roland-Story Community School District

Purpose:

To inspire, lead, guide, and direct every member of the administrative, instructional, and supportive services team in setting and achieving the highest standards of excellence, in developing and maintaining the best possible educational programs and services, so that each individual student enrolled at Roland-Story may be provided with a complete, valuable, meaningful, and personally rewarding education.

To oversee and administer the use of all school district facilities, property, and funds to ensure that those resources are utilized in an appropriate manner.

Education & Certification Requirements:

- Master's Degree from an accredited college or university in School Administration.
- Certificate of Advanced Studies (CAS) or Doctoral Degree (EdD) preferred.
- A valid license issued by the State Board of Educational Examiners with a Superintendent/AEA Administrator endorsement.

Reports To: Board of Directors

Supervises: Directly, or indirectly, all employees of the district.

Responsibilities:

1. Serves as Chief Executive Officer of the school district, administering the development and maintenance of a positive educational program designed to foster student achievement and meet the needs of the school community in conformance with board policies and applicable law.
2. Supervises the carrying out of all laws, regulations, and board policies.
3. Advises the board on the need for new or revised policies and ensures that all policies implemented are followed.
4. Makes such rules and gives such instructions to school employees and students as may be necessary to implement board policy.
5. Formulates school objectives, policies, plans, and programs; prepares (or causes to be prepared) and presents facts and explanations necessary to assist the board in its duty of legislation for the schools.



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6. Handles emergency situations as necessary on any matter that requires immediate action or that is not covered by board policies or school district procedures.
7. 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 needed to enable the board to make informed decisions.
8. Reports to the board such matters as deemed material to the understanding and proper management of the schools, or as the board may request.
9. Serves as ex officio member of board and school committees.
10. Attends and participates in all meetings of the board and its committees, except executive sessions for the purpose of discussing the Superintendent's employment or salary.
11. Makes all administrative decisions within the school necessary to the proper function of the school district.
12. Conducts a periodic audit of the total school program, and advises the board on recommendations for the educational advancement of the schools.
13. Recommends to the board for adoption all courses of study, curriculum guides, and major changes in handbooks and schedules to be used in the schools.
14. Oversees regular updates to all curriculum and courses of study.
15. Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with published policies.
16. Recommends for appointment or employment all employees of the board and assigns, transfers, and recommends for dismissal any and all employees of the board.
17. Leads collective bargaining negotiations with labor organizations representing school district employees.
18. Communicates directly or through delegation all actions of the board relating to personnel matters to all employees; and receives from employees communications to be made to the board.



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19. Assigns and transfers employees as the interest of the district may dictate, and reports such action to the board for information and record.
20. Recommends to the board for final action the promotion, salary changes, demotion, or termination of employment of any employees.
21. Supervises methods of teaching, supervision, and administration utilized in each school building.
22. Establishes and administers the school district's evaluation and performance management programs to ensure that standards of employee performance are maintained, constructive feedback is provided and corrective action taken when necessary.
23. Submit for adoption by the Board the annual school calendar.
24. Supervises the preparation and presentation of the annual budget and recommends it to the board for approval.
25. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget.
26. Acts as purchasing agent for the board, and established procedures for the purchase of books, materials, and supplies.
27. Serves as the Facilities Director, coordinates day-to-day activities of the district's maintenance team and oversees the completion of all facility improvements.
28. Provides suitable instructions and regulations to govern the use and care of school properties/facilities.
29. Recommends to the board sales of all property no longer required by the board and supervises the proper execution of such sales.
30. 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 on school sites; the plans for new school buildings; all appropriations for sites and buildings' and improvement, alterations, and changes in the buildings and equipment of the district.
31. Submits, or causes to be submitted, all reports/applications required by the federal and state laws.



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32. 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.
33. Represents the district in its dealings with other school systems, institutions, agencies, and community organizations.
34. Establishes and maintains public relations to keep communities well informed of the activities and needs of the school district, establishing a cooperative working relationship between the schools and communities.
35. Communicates effectively to the community, staff and board about district issues and performance.
36. Confers periodically with professional and lay groups concerning the school program, and transmits to the board suggestions gained from such conferences.
37. Maintains confidentiality with all information that is not intended for public review.
38. Performs other duties as may be required by the Board of Directors or the law.

Terms of Employment:

- Twelve months. Contract, salary and benefits to be established by the School Board.

Evaluation:

- Performance of this job will be evaluated in accordance with board policy, including progress on annual job goals/targets as set by the superintendent and board.
- Evaluation includes performance in meeting Iowa's Standards for School Leaders.

Last Updated: 9.17.2024



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Iowa's Standards for School Leaders

(adopted 11.18.20 / effect date: July 2021)

STANDARD 1. MISSION, VISION, AND CORE VALUES

Educational leaders develop, advocate, and enact a shared mission, vision, and core values of high-quality education and academic success and well-being of each student.

STANDARD 2. ETHICS AND PROFESSIONAL NORMS

Educational leaders act ethically and according to professional norms to promote each student's academic success and well-being.

STANDARD 3. EQUITY AND CULTURAL RESPONSIVENESS

Educational leaders strive for equity of educational opportunity and culturally responsive practices to promote each student's academic success and well-being.

STANDARD 4. CURRICULUM, INSTRUCTION, AND ASSESSMENT

Educational leaders develop and support intellectually rigorous and coherent systems of curriculum, instruction, and assessment to promote each student's academic success and well-being.

STANDARD 5. COMMUNITY OF CARE AND SUPPORT FOR STUDENTS

Educational leaders cultivate an inclusive, caring, and supportive school community that promotes the academic success and well-being of each student.

STANDARD 6. PROFESSIONAL CAPACITY OF SCHOOL PERSONNEL

Educational leaders develop the professional capacity and practice of school personnel to promote each student's academic success and well-being.

STANDARD 7. PROFESSIONAL COMMUNITY FOR TEACHERS AND STAFF

Educational leaders foster a professional community of teachers and other professional staff to promote each student's academic success and well-being.

STANDARD 8. MEANINGFUL ENGAGEMENT OF FAMILIES AND COMMUNITY

Educational leaders engage families and the community in meaningful, reciprocal, and mutually beneficial ways to promote each student's academic success and well-being.

STANDARD 9. OPERATIONS AND MANAGEMENT

Educational leaders manage school operations and resources to promote each student's academic success and well-being.

STANDARD 10. SCHOOL IMPROVEMENT

Educational leaders act as agents of continuous improvement to promote each student's academic success and well-being.

Adapted from National Policy Board for Educational Administration (2015). Professional Standards for Educational Leaders 2015. Reston, VA: Author