



## Lone Jack C6 School District Superintendent of Schools Job Description

<b>Reports to:</b>	Board of Education	<b>Department:</b>	Administration
<b>Type of Position:</b>	Contracted	<b>Classification:</b>	Exempt
		<b>Length of Contract:</b>	12 Months

### **Qualifications:**

**Education:** Specialist degree or higher in Education Administration

**Certificates, Licenses, Registrations:** Valid Missouri Superintendents Certificate

### **General Responsibilities:**

The superintendent is responsible for the day to day operations of the District in accordance with Board of Education Policy and the District's Comprehensive School Improvement Plan. The Superintendent provides information and recommendations to the Board and serves as liaison between the Board and the public.

*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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Reports To:**

- Lone Jack C6 Board of Education

### **Essential Duties and Responsibilities:**

- Serve as the instructional leader for the district
- Ensure the district is accredited pursuant to the Missouri accreditation process
- Promote student achievement as the primary focus of all district staff
- Facilitate and attend Board of Education meetings
- Develop agendas for Board of Education meetings in consultation with the Board president and provide Board members necessary information in advance of all meetings
- Maintain all district records
- Implement Board of Education policy through written administrative procedures
- Manage financial affairs of the District and provide the Board of Education with financial reports monthly or as requested
- Advise the Board of Education on matters of finance, policy, facilities and personnel
- Submit all reports and data required by state and federal law
- Maintain facilities which are safe, adequate, efficient and conducive to learning



- Direct the acquisition of instructional materials, supplies and other equipment necessary for effective teaching and learning
- Direct the Human Resources processes of recruitment, hiring, assignment, training and termination of employees
- Direct a performance based evaluation process for all staff
- Hear staff complaints and grievances, facilitate the process for resolution
- Delegate duties to members of the administrative team as appropriate
- Direct and facilitate the processes through which school buildings and grounds are safe and secure
- Serve as an advocate for the District to the public and state lawmakers
- Participate in a standards based performance evaluation process at least annually provided by the Board of Education

### **Supervisory Duties:**

The Superintendent has the supervisory responsibility over all district staff and immediate supervisory responsibility for the following positions:

- Building Principals
- Direct of Special Education
- Director of Technology
- Director of Nursing & Health Clinics
- Director of Facilities & Maintenance

The Superintendent has the responsibility to maintain relationships with contracted services including but not limited to:

- Food & Nutrition Services
- Facilities, Maintenance & Custodial
- Transportation

### **Skills & Abilities:**

#### ***Language***

The Superintendent requires strong written and verbal communication skills. The individual who holds this position must:

- Utilize sufficient reading skills to interpret educational, scientific and technical journal articles, financial reports, Board policy, governmental regulation and guidance and legal documentation.
- Utilize listening skills sufficient to receive inquiries and complaints in order to respond appropriately.
- Create and effectively communicate through the presentation process to the Board of Education, faculty and staff and community groups.



## **Computation**

The Superintendent requires the ability to compute basic mathematical calculations and apply concepts such as fractions, percentages, ratios and proportions to practical situations.

## **Reasoning**

The Superintendent requires the ability to define problems, collect data, verify facts, make valid conclusions and deal with abstract concepts.

## **Technology**

The Superintendent position requires basic skills in the use of computers, phones, email, social media and other communication tools.

## **Other**

The Superintendent requires strong interpersonal skills which include the ability to maintain collegial relationships with faculty, staff and the Board of Education. He/She must maintain positive relationships with Community leaders, District families and members of the community. The Superintendent must effectively manage conflict and facilitate resolutions.

*As a political subdivision, employer, recipient of federal funds and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age or use of leave protected by the Family & Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.*

*Please report any incidents of bullying or harassment to your building  
Title IX Coordinators & Compliance Officers.*

*Lone Jack Elementary  
Jesi Cygan, Principal  
600 N Bynum  
[jcygan@lonejackc6.net](mailto:jcygan@lonejackc6.net)  
816-697-3539*

*Lone Jack Middle & High School  
Todd Brendel, MS Principal  
313 S Bynum  
[tbrendel@lonejackc6.net](mailto:tbrendel@lonejackc6.net)  
819-697-3539*