

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

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| SUPERINTENDENT OF SCHOOLS |
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Required Qualifications:

- Master's Degree in Education or related field
- A minimum of five (5) years administrative experience in education or related field
- Demonstrated excellence in leadership in areas as defined in job responsibilities
- Must possess a valid Florida driver's license

Desired Qualifications:

- Doctorate Degree in Education or related field

Performance Responsibilities:

- Demonstrate executive leadership by developing a collective district vision
- Shape district culture and climate
- Design curriculum and a strategic plan that enhances teaching and learning in multiple contexts
- Perform all tasks necessary to make sound recommendations, nominations, proposals and reports required by law to be acted upon by the School Board
- Assist in the organization of the School Board, attend all regular meetings of the School Board, call special meetings when emergencies arise and advise, but not vote, on questions under consideration
- Keep records of the School Board and act as custodian of school property
- Cooperate with the School Board in every manner practicable to the end that the School System may continuously be improved
- Exercise general oversight over the District School System in order to determine problems and needs, and recommend improvements
- Be responsible for directing the work of personnel, subject to requirements of Florida Statute 231
- Make recommendations to the School Board including, but not limited to, positions, qualifications, nominations, compensation, salary schedules, contracts, transfers, promotions, suspensions and dismissals
- Recommend in writing to the Department of Education (DOE) the revoking of any certificate for good cause
- Supervise the assembling of data and sponsor studies and surveys essential to the development of a planned school program for the entire district, and prepare and recommend such a program to the School Board as the basis for operating the School System
- Recommend the establishment, organization and operation of such schools, classes and services as are needed to provide adequate educational opportunities for all children in the district

- Recommend plans to the School Board for the proper accounting for all children of school age, for the attendance and control of students at school and for the proper attention to health, safety and other matters which will best promote the welfare of children
- Recommend such plans for improving, providing, distributing, accounting for and caring for textbooks and other instructional aids as will result in general improvement of the School System
- Ascertain which students should be transported to school or to school activities, determine the most effective arrangement of transportation routes to accommodate these students and recommend plans and procedures for providing facilities for the economical and safe transportation of students
- Recommend plans, and execute such plans as are approved, regarding all phases of the school plant program
- Recommend measures to the School Board to assure adequate educational facilities throughout the district in accordance with the financial procedure authorized
- Determine and recommend district funds necessary in addition to state funds to provide for the school year
- Prepare the annual school budget to be submitted to the School Board for adoption and to DOE
- Recommend to the School Board, on the basis of the need shown by the budget, the amount of district school tax levy necessary to provide the district school funds needed for the maintenance of the public schools
- Recommend when necessary the borrowing of money as prescribed by law
- Keep accurate records of all financial transactions
- Maintain accurate and current statements of accounts due to be paid by School Board and liquidate Board obligations in accordance with the official budget and rules of the School Board
- Recommend policies to the School Board which will provide for the investment or deposit of school funds not needed for immediate expenditures which shall earn the maximum possible yield under the circumstances on such investments or deposits
- Recommend programs and procedures to the School Board necessary to protect the School System adequately against loss or damage to school property or against loss resulting from any liability for which the School Board or its officers, agents or employees may be responsible under law
- Recommend plans and procedures for holding and supervising all School District millage elections
- Cooperate with governmental agencies in the enforcement of laws and rules
- Cooperate with other local administrators to achieve the first state education goal
- Visit the schools; observe the management and instruction; give suggestions for improvement; and advise with supervisors, principals, teachers, patrons and other citizens with the view of promoting interest in education and improving the school conditions of the district
- Recommend to the School Board procedures whereby the general public can be adequately informed of the educational programs, needs and objectives of the public education within the district
- Recommend procedures for implementing and maintaining a system of school improvement and education accountability as provided by statute and State Board of Education Rule including best practices
- Attend DOE conferences and avail himself or herself of means of professional and general improvement so that he or she may function most efficiently

- Require that all laws and rules of the State Board, as well as supplementary rules of the School Board, are properly observed and report to the School Board any violation (that the Superintendent of Schools does not succeed in having corrected)
- Perform other duties as are assigned by State or Federal law or by rules of the State Board or the Commissioner of Education
- Perform other duties as assigned by the School Board

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Responsible to and reports directly to the School Board

Evaluation:

Annual evaluation done by the School Board

Terms of Employment:

Employment and salary compensation as stated in Superintendent's contract

Job Code:

72000

Board approved: 05/07/02

Revised: 09/02/08, 01/20/09, 07/28/09, 05/17/11, 09/06/11