

**PUEBLO SCHOOL DISTRICT 60**  
**ADMINISTRATIVE JOB DESCRIPTION**

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

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| <b>Job Title:</b>     | Superintendent of Schools                    |
| <b>Prepared Date:</b> | 7/2/2018                                     |
| <b>Revised Date:</b>  | 9/1/2023                                     |
| <b>Work Year:</b>     | 220 days                                     |
| <b>Department:</b>    | Superintendent's Office                      |
| <b>Reports To:</b>    | Pueblo School District 60 Board of Education |
| <b>Salary Range:</b>  | Negotiated on Employment                     |
| <b>Benefits:</b>      | Fringe Benefits based on Schedule C Benefits |
| <b>Status:</b>        | FLSA Status: Exempt                          |

**SUMMARY OF FUNCTIONS:**

The Superintendent of Schools reports directly to the Board and serves as the chief executive officer of the District and has complete administrative responsibility for the school system and its efficient operation. The Superintendent promotes leadership to ensure the district provides the best possible educational programs and services for all students of the school district. The Superintendent is responsible for leading, guiding, and directing every member of administrative, instructional, and support services staff in setting and achieving the highest standards of excellence in educational programs and operations and to ensure that all staff work toward meeting the goals of the school district. The Superintendent is also responsible for overseeing and administering the use of all facilities, properties, and public funds in the best interests of students, the school district, and the community.

**QUALIFICATIONS:**

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, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the

essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REQUIRED:**

- A Master's Degree in Education or related field
- Minimum of fifteen (15) years of experience working in public school system including five (5) years in school or district administration
- Valid Colorado Driver License
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- PhD or EdD in education or related field
- Colorado Administrator License
- Previous experience as a Superintendent or Assistant Superintendent
- Spanish speaking skills

**KNOWLEDGE AND SKILLS:**

- Excellent leadership and organizational skills and the ability to motivate people
- Background experience in curriculum, assessment, and instruction
- Ability to maintain highly complex and complicated records, prepare standard reports, and ensure their confidentiality.
- Ability to enhance overall educational programs and services for all students by building capacity and consistency for effective change and sustainability
- Ability to increase capacity, accountability, and efficiency for improved effectiveness among administrative and professional personnel
- Ability to relate well with District staff and the public and to understand their requests and needs and to respond to such requests in a professional and timely manner
- Ability to work cooperatively with others in a diverse educational community
- Excellent written and verbal communication skills
- Ability to prioritize, plan, organize, and execute work independently
- Excellent work attitude, with willingness to take responsibility for project completion and implementing initiative in reaching organizational goals
- Ability to utilize interpersonal skills using tact, patience, and courtesy to maintain a professional and friendly environment.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our

expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

### **Superintendent/Board Relations**

- Support and facilitate the work of the Board of Education
- Maintain open and appropriate communication with the Board of Education
- Oversee the management of the district according to Board policy
- Ensure complete compliance with all state/federal laws/regulations and Board policy
- Communicate appropriate district needs, activities, accomplishments, critical issues to the Board of Education in a timely fashion
- Present information and recommendations to assist the Board in performing its duties, effectively
- Schedule, post, attend, and conduct all meetings of the Board of Education in accordance with the Colorado Open Meetings Act
- Advise and recommend action by the Board as appropriate concerning student and staff disciplinary issues
- Assist the Board in annually developing short and long-range goals for the school district
- Represent the school district to media and other groups as deemed appropriate by the Board of Education

### **Policy**

- Ensure the policies/procedures/operational protocol/administrative guidelines and school law regulations are carried out and promote a safe, respectful, and healthy school environment
- Utilize a defined process to review and revise policy
- Ensure administrative and board input when designing new policy
- Ensure administrators enforce and regulate policy according to the approved administrative guidelines in place
- Delegate with discretion the powers and duties as appropriate, with the knowledge that such delegation does not relieve the Superintendent of final responsibilities for action taken

### **Leadership**

- Motivate, lead, guide, and direct administration, staff, students, and community members.
- Implement the district mission and vision statement, as well as the strategic plan
- Facilitate and implement the development of a collaborative educational vision and assist the Board in setting priorities for the school system
- Provide leadership to the Board of Education for the purpose of implementing the district's vision, mission, goals, and strategic plan
- Serve as the educational leader of the district. Perform job responsibilities using the mission and vision statement and strategic plan to guide decision-making
- Communicate the educational vision and priorities effectively to staff, students, and community
- Ensure the Board reviews, adopts and receives updates on the School Improvement Plan
- Collaborate with the Board to establish and sustain long and short term operational and

achievement goals

### **School Finance Planning/Management**

- Demonstrate the ability to provide effective financial forecasting and long and short-term financial planning
- Engage the Board of Education in a series of budget related workshops to educate and sustain support of the development (needs and priorities) and funding of the budget
- Establish and maintain efficient procedures and effective controls for operations and all expenditures of district funds in accordance with the adopted budget, policy, applicable state/federal laws and regulations
- Ensure that an annual audit is performed and report findings to the Board of Education
- Provide prior notice and justification for expenditures and/or the need to depart from the board-adopted budget/policy related to any and all financial matters

### **Curriculum and Instruction**

- Oversee the planning and evaluation of curriculum and instruction to ensure student achievement meets the outcome goals established by the board and administrative leadership team
- Maintain a working knowledge of current research and educational issues
- Conduct continuous reviews and assessments to ensure the educational advancement of the school district
- Develop, implement, and monitor the change process to improve the curriculum and instruction throughout the district
- Ensure a comprehensive system of student assessment district wide
- Recommend curriculum needs, appropriate instructional practice, and professional development to support the educational standards of the district
- Educate and advise the Board regarding the educational programs and instructional practices utilized in the school district
- Communicate effectively with staff, students, and the community regarding educational trends, curriculum needs, and instructional programs
- Ensure the adopted curriculum and instruction methods comply with policy and applicable state/federal laws/regulations
- Ensure the district communicates student progress and curriculum standards to parents on a scheduled basis

### **Staff Development**

- Foster an environment that encourages continuous learning and improvement on the part of all district staff and administrators
- Develop and implement an effective system of staff development focused on improving the educational and operational programs of the district, with appropriate input from the Board, administration, and staff
- Provide opportunities for staff to participate in conferences, visitations, and coursework within the framework of the approved budget and overall goals for curriculum and instruction
- Provide the board with a staff development plan developed based upon district priorities, needs, and budget

## **Communication**

- Communicate clearly with staff, students, parents, and community both verbally and in written form
- Communicate appropriate district information and in a timely manner with all staff
- Communicate to all staff members, directly through delegation, actions of the Board relating to personnel matters
- Conduct meetings as necessary with administrators, certificated staff, and support staff concerning the improvement and welfare of the school district

## **District/Community Relations**

- Establish and maintain a program of public relations to ensure a cooperative working relationship between the school district and community. Provide continuous and current communications regarding school district activities, educational needs, policy, and district challenges/successes
- Communicate with and understand the needs and perspectives of various community groups
- Attend, or delegate a district representative to attend meetings of the city council at which matters pertaining to the school district will be raised
- Establish a working relationship with the mayor, city council, and other city government officials to ensure open lines of communication and engagement is built and sustained between the school district and the community leadership
- Maintain a presence in all buildings throughout the district on a regular and appropriate basis
- Maintain a presence at district activities including but not limited to elementary, junior high/middle school/high school arts, athletic activities, and scheduled parental involvement opportunities
- Maintain a connection to the community to sustain a working knowledge of the community, community events, concerns, accomplishments, and direction

## **Personnel Management**

- Develop and implement a hiring process that complies with applicable state and federal law and enables the district to attract the most qualified applicants
- Develop and maintain job descriptions for all staff, subject to Board review and approval.
- Assign and adjust staffing of employees in the best interest of the school district reporting such actions to the Board for approval
- Participate, as deemed appropriate by the Board, in negotiations with recognized employee bargaining groups
- Handle employee grievances or problems in accordance to Board policy, collective bargaining agreements, and/or state/federal laws and regulations
- Establish and implement personnel policies and procedures for non-certificated staff members
- Establish personnel procedures to advance the quality of the school district, through climate surveys, employee focus group discussions on specific aspects of job performance and duties, questionnaires and/or other means of eliciting staff member feedback
- Ensure administrators maintain an effective and appropriate evaluation instrument that

addresses clear performance standards for all certificated and non-certificated staff. Each district employee will be evaluated and resolve performance issues will be addressed if identified

- Ensure district administrators under the direct supervision of the superintendent will be evaluated with an appropriate evaluation instrument addressing clear performance standards and goals on an annual basis and resolve performance issues will be addressed if identified

### **Organizational Management**

- Utilize a systematic approach to managing continuous improvement throughout the district
- Maintain, directly or through delegation, personnel, pupil, business, and other records as required by law and/or board policy
- File all reports required by state or federal law/regulations
- Follow the superintendent job description and contract provisions while administering the superintendent roles and responsibilities

### **District Facilities Management**

- Provide recommendations/proposals to the Board regarding new learning facilities, additions/improvements to existing facilities
- Collaborate with the Board of Education to implement short and long-term maintenance plans for building and grounds, delegating duties, as the Superintendent deems appropriate
- Maintain appropriate funding in the annual budget to support the maintenance and upkeep of facilities and equipment throughout the district
- Develop and implement guidelines and procedures governing the use and care of district facilities and property
- Recommend to the Board sales of surplus property no longer needed and authorize the proper executive of such sales

### **NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by the Board of Education

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **PHYSICAL DEMANDS:**

Every facilities employee must be able to pass a lift test required by the District. While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 6 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (6 – 9 hrs per day)

| <b>Physical Requirements</b>                       | <b>NA</b> | <b>R</b> | <b>O</b> | <b>F</b> | <b>C</b> |
|--|-----------|----------|----------|----------|----------|
| Sitting  |           |          |          |          | <b>X</b> |
| Stationary Standing                                |           |          | <b>X</b> |          |          |
| Walking (level surface)                            |           |          |          | <b>X</b> |          |
| Walking (uneven surface)                           |           |          | <b>X</b> |          |          |
| Crawling   | <b>X</b>  |          |          |          |          |
| Crouching (bend at knees)                          |           |          | <b>X</b> |          |          |
| Stooping (bend at waist)                           |           |          | <b>X</b> |          |          |
| Twisting (knees/waist/neck)                        |           |          | <b>X</b> |          |          |
| Turn/Pivot   |           |          | <b>X</b> |          |          |
| Climbing (stairs)                                  |           |          | <b>X</b> |          |          |
| Climbing (ladder)                                  | <b>X</b>  |          |          |          |          |
| Reaching overhead                                  |           |          |          | <b>X</b> |          |
| Reaching extension                                 |           |          |          | <b>X</b> |          |
| Repetitive use arms                                |           |          |          | <b>X</b> |          |
| Repetitive use wrists                              |           |          |          | <b>X</b> |          |
| Repetitive use hands grasping                      |           |          |          | <b>X</b> |          |
| Repetitive use hands squeezing                     |           |          | <b>X</b> |          |          |
| Fine manipulation                                  |           |          |          |          | <b>X</b> |
| Using foot control                                 | <b>X</b>  |          |          |          |          |
| *Pushing/Pulling<br>Maximum weight: <b>40 lbs.</b> |           |          | <b>X</b> |          |          |
| Lifting<br>Maximum weight: <b>40 lbs.</b>          |           |          | <b>X</b> |          |          |
| Carrying<br>Maximum weight: <b>40 lbs.</b>         |           |          | <b>X</b> |          |          |

**WORKING CONDITIONS:**

Employee will work primarily in a school/office environment with both natural and fluorescent lighting; fast-paced work, constant interruptions; The noise level is usually quiet in an office environment but can be noisy at times.