

Mounds View Public Schools
350 Highway 96 W
Shoreview, MN 55126

Regulation BA-0400

JOB TITLE: Superintendent of Schools, Mounds View School District #621

JOB SUMMARY: The Superintendent is the chief executive officer of the School District, reporting directing to the Mounds View School Board

The Superintendent shall have executive authority over the Mounds View School District and the responsibility for the operations of the school district in its entirety.

Specific areas of responsibility:

1. Strategic Vision: Responsible for assuring that all organizational goals, priorities, functions and other important issues are considered in making all program decisions and exercising leadership to implement and to ensure that the District's mission and strategic vision are reflected in the management of the school district.
2. Program Development and Evaluation: Responsible for establishing all program goals and the structure and processes necessary to implement the District's mission an strategic vision. Inherent in this process is ensuring that programs are being implemented and adjusted as necessary, that the appropriate results are being achieved, and that a process for continually examining the quality of the programs is in place.
3. Human Resource Management: Responsible for designing and implementing human resource strategies to meet the District mission, strategic vision, goals, and to achieve maximum potential of all employees.
4. Resource Planning and Management: Responsible for all financial, material, and information resources, designing and implementing all strategies to accomplish the District's mission, support all program goals and promote strategic vision.
5. Organizational Representation: Responsible for developing a network of interactive communication strategies to reach all stakeholders both internally and externally to the District in accordance with the District's mission and strategic vision.

September, 1998

Time Line: Superintendent Evaluations

<u>MONTH</u>	<u>ACTIVITY</u>
August	Review Superintendent's job description, policy on Board/Superintendent responsibilities, tentative District plans
August-September	Board and Superintendent develop goals
September	Board and Superintendent review performance criteria
August - January	Progress report and feedback
January	Midyear review
January - June	Progress report and feedback
May - June	Superintendent prepares self-evaluation
June	Superintendent presents self-evaluation
June	Board prepares final evaluation
July	Board presents final evaluation to Superintendent at appraisal meeting
July	Superintendent writes reply to evaluation, if desired

The current contract in effect is August 1, 1998 and ending July 1, 2001.