

**Superintendent/Elementary Principal  
Job Description**

**Burrton, USD 369**

**Purpose:** The Superintendent/Elementary Principal provides leadership in organizing, administering, supervising, coordinating, and evaluating a creative school program school district. To accomplish these tasks, the Superintendent/Elementary Principal works closely with the community, staff, administration, and Board of Education of USD 369.

**Responsible to:** Board of Education

**Supervises:** All personnel serving in assigned school as well as MS/HS Principal

**Payment rate:** Salary and benefits to be determined by the Board of Education

**Qualifications:**

1. Appropriate certification for the position.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. \* Complete principal duties as needed and appropriate as noted in the MS/HS Principal job description.
2. Oversee the District Food-Service Program.
3. Oversee the Transportation needs of the District.
4. Oversee the Curriculum and Instruction of the District.
5. Oversee the Buildings and Grounds.
6. Oversee Technology Programs and Implementation
7. Oversee proper implementation of Title I programs.
8. Oversee budgetary matters of the district.
9. Provide professional leadership in organizing, administering, supervising, and evaluating the effective operation of the school district.
9. Establish an optimal learning environment within the District.

10. Ensure all school programs and activities conform to District guidelines.
11. Communicate and work effectively and cooperatively with members of the school district and community.
12. React to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
13. Work to implement the vision and mission of the District.
14. Supervise, direct, motivate, and correct employees' job performance.
15. Model commitment and dedication to work.
16. Ability to work independently and without supervision, and complete work in an efficient manner.
17. Follows District-established procedures.

**Physical Requirements/Environmental Conditions:**

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Oversee the general operation of the school district.
2. Administer the policies, rules, and regulations and the Board of Education.
3. Provide leadership, information, and recommendations to assist the Board of Education in making prudent decisions regarding the operation and management of the schools.
4. Supervise the development and administration of the annual school district budget.
5. Recommend the use of funds for emergency purposes that have not been specifically identified in the budget.
6. Communicate openly and effectively with students, community, staff, and administration.
7. Promote informed, working relationship between the school district and its patrons.
8. Develop an atmosphere of respect, interest, and enthusiasm within the school district.
9. Recognize and encourage outstanding performance by persons within the school district.
10. Authorize all final employee recommendations to the Board of Education.

11. Provide leadership in planning and organizing staff development activities designed to promote more effective leadership, improve communication, and upgrade instruction.
12. Develop a comprehensive curriculum and program of services in cooperation with staff and administration.
13. Establish a comprehensive program for the evaluation and improvement of the operations of the school district.
14. Comply with the legal and regulatory requirements of the various governmental agencies.
15. Keep current on new information, innovative ideas and techniques by attending professional meetings, reading professional journals and other publications, and discussing concerns of mutual interest with others in the field.
16. Follow and encourage appropriate chain of command when handling situations.
17. Complete all required reports in a timely manner.
18. Perform all duties required by state and federal statutes and by Board of Education Policy.

**Terms of Employment:** Twelve months a year. Salary to be set by the Board of Education. Two-year contract, subject to annual extension.

**Evaluation:** Performance will be evaluated annually by the Board of Education according to current Kansas statute.