

SUPERINTENDENT

BASIC FUNCTION:

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Supervise and evaluate the performance of professional staff; interview and select employees; make decisions regarding transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.

Review disciplinary actions and assure compliance with established procedures.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

California Education and Government Codes, Board policies and other laws, rules and regulations related to public education.

Administration of all aspects of a school district.

California curriculum standards.

Negotiated employee contracts.

Oral and written communication skills.

Public speaking techniques.

