

SUPERINTENDENT'S JOB DESCRIPTION

- ❖ Be an exceptional communicator who demonstrates diplomacy through working collaboratively with all stakeholders
- ❖ Present a work history which reflects the highest commitment to regular involvement in community functions and school activities
- ❖ Reveal a proven leadership style that incorporates a high ability to function collegially while holding all facets of the school system accountable to high expectations
- ❖ Possess outstanding people skills demonstrated through a congenial and approachable style
- ❖ Be known as ethical, trustworthy and “fair yet firm” in work relationships and when making difficult leadership decisions
- ❖ Be an instructional leader who inspires everyone in the school community to keep the focus on what is best for educating all students
- ❖ Bring proven experience implementing successful communication strategies for idea exchange with parents, staff and community members
- ❖ Have the courage to lead with a consistent vision despite competing political pressures or controversies
- ❖ Interact with students, seek their perspectives and be visible at student functions
- ❖ Evidence a sincere appreciation of the roles of all staff as partners in the educational process
- ❖ Provide leadership and mentoring for the district's administrative team, encouraging professional growth
- ❖ Have experience with effective strategies for financial planning in tight economic times, in periods of declining enrollment, and, in particular, with making budget/program reductions
- ❖ Be familiar with Michigan's educational requirements, school funding system, and fiscal environment

Other Professional Qualifications

- ❖ Public school experience in teaching and administration
- ❖ Background in curriculum and instruction is desirable
- ❖ Experience with school business is welcome
- ❖ Superintendent experience is desirable
- ❖ Master's degree plus 30 hours in a related field