



# Little Rock School District

## JOB DESCRIPTION

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**Position Title:** Superintendent Job Description

**Prepared Date:** February 8, 2022

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### **JOB GOAL:**

Under the direction of the Board of Education, to provide educational leadership and executive direction to the Board of Education, schools, community, personnel, programs, activities, and operations of the district; to assure compliance with established goals, objectives, and legal requirements concerning district administration and instruction.

### **TERMS OF EMPLOYMENT:**

The Superintendent's base compensation, employment terms and conditions, and benefits packet will be negotiated.

### **Required LRSD Pre-Employment and Other Employment Conditions**

- Satisfactory previous employment references.
- Satisfactory completion of criminal background verification.

### **QUALIFICATIONS:**

#### **Minimum Required Education, Licenses, Certifications, Experiences, and Skills:**

1. Master's degree, with specialization in Education Administration.
2. The candidate must have or be eligible for a valid Arkansas administrative certificate: District Level Administrator.
3. Highly effective communication skills, both verbal and written.
4. Demonstrated skills in instructional leadership.
5. Skilled in evaluating educational programs.
6. Skilled in setting long and short-range goals.
7. Ten years of experience as a school administrator at a top administrative level with a large school district as a superintendent is preferred.
8. Experienced in developing and operating multi-million dollar budgets and programs.

#### **Preferred Knowledge, Skills, Abilities, Experience, and Education:**

1. Flexibility, organization, decision-making, and problem-solving skills.
2. Interpersonal skills with diverse populations.
3. Ability to meet deadlines and work on multiple projects.
4. Ability to coordinate the work of others.
5. Knowledge of the latest software.
6. Ability to place responsibilities in priority order.
7. Knowledge of federal and state laws relative to education.
8. Knowledge of group dynamics and group processes.
9. Understand word processing, database, and spreadsheet software.



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10. Ability to assess organizational strengths and weaknesses and administer policies accordingly.
11. Experience with strategic planning and forecasting alternative futures and resource allocations.
12. Ability to develop and maintain collaborative decision-making and appropriate authority delegation.
13. Experience in managing educational issues within a multi-cultural setting with diverse socio-economics.

**Disqualification:** Any candidate's misstatement of fact material to qualifications for employment or the determination of salary will be considered by this Board to constitute grounds for dismissal.

#### **ESSENTIAL DUTIES & 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.*

#### **Incumbent must achieve the following outcomes with or without reasonable accommodation:**

1. Develops, implements, and maintains strategic planning processes for district functions.
2. Assures that the laws and regulations of the Arkansas Department of Education and the district are faithfully executed.
3. Assists the board in the identification of student achievement goals and implements programs designed to achieve and evaluate progress toward meeting those goals.
4. Supervises the development of systems for budget development, purchase of goods and services, accountability for the expenditure of district funds, and analyses and reporting of the district's financial position to the board and the public.
5. Participates in all board meetings by assisting the board in the development of the meeting agenda, preparing background materials and analyses of issues brought to the board, and by preparing recommendations on all issues brought to the board for decisions.
6. Prepares and submits to the board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to ensure the making of informed decisions.
7. Informs and advises the board about the programs, practices, and problems of the district and keeps the board informed of the activities operating under the board's authority.
8. Hold such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the district.
9. Develops and implements plans for dealing with emergencies and takes the necessary steps in time of emergency to safeguard students, staff, residents, and school district property.
10. Keeps informed of modern educational thoughts and practices by advanced study, visiting school systems elsewhere, attending educational conferences, and by other appropriate means, and keeps the board informed of trends in education.



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11. Keeps the public informed about modern educational practices, educational trends, and the policies, practices, and problems in the system's schools.
12. Recommends and advises the board on the need for new and/or revised policies and procedures necessary for the efficient conduct of the district.
13. Studies and revises, together with staff, all curriculum guides, and courses of study, continually.
14. Assists the board with the development of board policy and established rules, forms, guidelines, and procedures to implement board policy.
15. Promotes good public relations between the district and the community by school activities, press, radio, and TV releases, school/parent activities, personal participation in community activities and talks, bulletins, and reports and conferences.
16. Establishes procedures for communication between and among the board, district staff, media, public and other business, governmental and educational organization of the community, region, state, and national.
17. Supervises the development of systems for the recruitment, employment, evaluation, in-service, development, compensation, and benefits for all district staff.
18. Represents the board in its dealings with city, county, state, and federal governmental agencies and assists in the development and pursuit of a legislative agenda.
19. Makes recommendations of new facilities or additions to existing facilities, and supervises the acquisition, construction, maintenance, renovation, and disposal of all district facilities and properties.

#### **Duties:**

In addition to the essential functions of this job, the incumbent must perform the following duties:

1. Complies with state-approved Code of Ethics of the education profession and upholds and enforces rules, administrative directives and regulations, school board policies, and local, state, and federal regulations.
2. Articulates and facilitates the implementation of the mission and values of the Little Rock School District.
3. Safeguards confidentiality of privileged information.
4. Prepares and maintains accurate and complete records and reports as required by law, state directives, district policy, and procedural directives.
5. Shares the responsibility for the supervision and care of district inventory, proper and safe use of facilities, equipment, and supplies, and reports safety hazards promptly.
6. Maintains professional relationships and works cooperatively with employees, the community, and other professionals.
7. Maintains professional competence through individual and staff training, in-service educational activities, and self-selected professional growth activities.
8. Attends and/or conducts staff meetings and participates on committees within the area of responsibility.
9. Performs other tasks related to area of responsibilities as requested or assigned by the Board of Education.

#### **Mental Functions, Physical Requirements, and Working Conditions:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and downstairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and move up to twenty-five (25) or more pounds. In addition, this position requires accurate perceiving of sound, near and far vision, depth perception, handling



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and working with educational materials and objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period and be physically present and at assigned work, with only infrequent unexcused absences, during the contract year.