



JOB DESCRIPTION

JOB TITLE: **Superintendent**

Position Type: Exempt	Department: Superintendent's Office
Salary Schedule: Board Directed	Reports to: Deer Valley Unified School District Governing Board
Term of Employment: 12 months	Location: District Office
Shift: Day	Date: December 15, 2017
	Approved by: Human Resources

POSITION SUMMARY:

To provide leadership in developing and maintaining a quality educational system for Deer Valley Unified School District students, staff, parents and community.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Demonstrates high standards of ethics, honesty, and integrity in all personal and professional interactions.
- Demonstrates ability to function as a leader in the development and evaluation of a continuously improving educational program (K-12).
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Secures competent teaching, administrative and other personnel who exhibit highly professional levels of performance.
- Evaluates employee performance and establishes a supportive and productive working relationship with administrative, certified and classified personnel of the District.
- Demonstrates respect for staff.
- Demonstrates competence in planning, developing, communicating, directing and evaluating sound long- range financial and facilities programs.
- Communicates effectively with the Governing Board, the staff and the community.
- Coordinates the development of governmental and private proposals, securing funding and monitoring the funded projects.
- Respects and understands diversity within the community and the staff.
- Works with legislative representatives to maximize educational opportunities within the District.

- Demonstrates competence concerning special program development and evaluation.
- Creates a climate of trust, respect and collaboration among faculty and staff that will ensure openness and creativity.
- Participates in ongoing professional development activities.

SUPERVISORY RESPONSIBILITIES:

- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.
- Recommends and completes realistic goals and objectives where appropriate.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have a valid Arizona Superintendent's Certificate.
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Must attain SEI endorsement as required by Arizona Department of Education.

EDUCATION AND/OR EXPERIENCE:

- Doctoral Degree (Ph.D.) or equivalent.
- More than 10 years related experience and/or training.
- Equivalent combination of education and experience.

LANGUAGE SKILLS:

- Demonstrates the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Demonstrates the ability to write reports, business correspondence, and procedure manuals.
- Demonstrates the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.