



Millburn School District 24 Job Description

Superintendent

Qualifications:

1. Illinois Type 75 Certification – Superintendent Endorsement
2. Quality Central Office experience is a minimum requirement
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports To: Board of Education

Supervises: Directly or indirectly every employee in the District

Job Goal: To act as the chief administrative officer in the District on behalf of the Board of Education to provide inspiring educational opportunities for all students.

Performance Responsibilities:

1. Serves as chief administrative officer of the Board of Education providing overall coordination and leadership to District personnel and programs for the District's public schools in accordance with the approved Board of Education philosophy, goals, objectives, policies, and procedures.
2. Coordinates the maintenance and development of effective educational programs and services to meet the identified needs of students and the community.
3. Advises the Board of Education on all matters related to the operation of the school district requiring Board of Education attention.
4. Coordinates the operations of the management team.
5. Coordinates the Human Resources program for the District.
6. Coordinates the overall financial planning of the District.
7. Coordinates long range planning related to school plant maintenance and future facility needs.
8. Supervises the overall District Curriculum and Pupil Services Programs.
9. Implements all Board of Education policies and state statutes relevant to Illinois school districts.
10. Supervises the collective bargaining process with District employees.
11. Coordinates the interpretation of educational programs and services to various publics and represents the Board of Education as liaison between the District and community.
12. Performs all other duties, which are necessary to ensure the proper functions of educational programs and services in the District, which are related to the position of Superintendent of Schools.

Terms of Employment:

12-month contract per year

Evaluation:

Performance of this job will be evaluated by the Board of Education.