

Position: Superintendent
Job Classification: Executive
Reports to: Board of Education

The Superintendent ensures the implementation of Board policy and oversees the entire scope of operations of the MAISD. S/he provides the leadership necessary to ensure the provision of the best possible educational opportunities for all students within the ISD's service area.

The Superintendent directly supervises the Deputy Superintendent, the Assistant Superintendent for Business and Operations, the Public Information Coordinator, and the Superintendent's Senior Executive Assistant. Indirectly supervises, oversees, and manages the activities of all District staff.

Qualifications: The Superintendent must possess a Master's degree or better in school administration, a Michigan teaching certificate (currently valid or expired), have appropriate maintenance of administrative continuing education requirements, at least five years experience in school administration, and possess any other additional qualifications as may be deemed necessary by the Board of Education.

Essential Job Functions:

1. Prepares and submits to the Board reports and recommendations relevant to matters requiring Board action. Ensures that the Board receives information required to allow the Board to make informed decisions in all areas of District business.
2. Attends and participates in all meetings of the Board and its committees, with the exception of those dealing specifically with the Superintendent's employment status or salary.
3. Advises the Board of the need for new or revised policies or administrative guidelines, and ensures that all such enacted policies are implemented.
4. Presents the Board with annual operating budget recommendations. Ensures the implementation of Board approved budgets.
5. Keeps the Board informed and up-to-date regarding the programs, services, practices, problems, and general operations of the District.
6. Ensures the implementation of all applicable constitutional or statutory laws, rules, regulations, etc. pertinent to the operations of the District.
7. Interprets for staff all laws, rules, regulations, and Board policies necessary to fulfill the mission of the District.

8. Recommends for employment the most qualified and most capable individuals to fill the personnel requirements of the District.
9. Assigns and/or transfers employees to best serve the interests of the District.
10. Delegates authorities and/or duties to other staff of the District, while retaining full responsibility for any action taken under such delegation.
11. Develops and implements instructions and regulations pertaining to the use and care of District facilities and properties.
12. Represents the District before the general public. Develops and utilizes such a program of public relations and publicity as may be required to keep the public aware of the activities, needs, and success of the District and its constituents.
13. Ensures the maintenance of such personnel, pupil accounting, business, and other records required by laws, rules, regulations, or Board policy.
14. Represents the District in its dealings with other school systems, agencies, and community organizations.
15. Exercises authority and discretion in acting upon matters not covered by Board policy or guidelines.
16. Observes and remains aware of the methods of classroom instruction, supervision, and administration being utilized in the constituent districts. Deals appropriately with problem areas or non-compliance.
17. Supervises, directly or via delegation, all activities and operations of the District.
18. Performs such other tasks and assumes such other responsibilities as may be assigned by the Board.

Superintendent Salary = \$165,000

Expense Account = \$0

Reimbursed Expenses = \$0

Supplemental Compensation = \$40,200