

**Roswell Independent School District  
Job Description**

**Job Title: SUPERINTENDENT**

**Reports To: BOARD OF EDUCATION**

**General Job Description:**

Per NMSA 22-5-14 LOCAL SUPERINTENDENT – The local superintendent is employed as the chief executive officer of the school district.

**POWERS AND DUTIES:**

- A. The superintendent or designee is charged with the responsibility for creating job descriptions for all classes of employees. It is the board's desire that the job descriptions will contain information to:
  - 1. Assist employees in meeting their duties and responsibilities.
  - 2. Assist employees and supervisors in the employee evaluation process, and
  - 3. Encourage the cooperation and collaboration among and between employees needed for maximum efficiency and effectiveness in achieving the work of the district.
  
- B. The local superintendent shall:
  - 1. Shall be qualified to hold the office of superintendent under the current Rules and Regulations Governing Licensure of Teachers and Administrators.
  - 2. Carry out the educational policies and rules of the Public Education Department and local school Board.
  - 3. Administer and supervise the school district.
  - 4. Employ, fix the salaries of, assign, terminate or discharge all employees of the school district.
  - 5. Prepare the school district budget based on public schools' recommendations for review and approval by the local school board and the Public Education Department. The local superintendent shall tell each school principal the approximate amount of money that may be available for his/her school and provide a school budget template to use in making school budget recommendations.
  - 6. Perform other duties as required by law, the Public Education Department or the local school board.
  
- C. The Board will meet at least once each year with the Superintendent to discuss the Superintendent's job performance. The board will take action on the Superintendent's contract no later than the month of February in the year in which the Superintendent's contract expires; however, the Board may also extend a multi-year contract. The Superintendent's salary and contract shall be determined annually by the Board.
  
- D. The local superintendent may apply to the Public Education Department for a waiver of certain provisions of the Public School Code relating to length of school day, staffing patterns, subject area or the purchase of instructional materials for the purpose of implementing a collaborative school improvement program for an individual public school.
  
- E. Delegation of Authority: State law, judicial decisions, and regulations of the Public Education Department establish the powers and duties related to the supervision and control of the RISD. Recognizing that Board members cannot provide full-time management of the RISD consistent with its powers and duties and that state law directs the Board to delegate its administrative and supervisory functions to a superintendent, the Board hereby delegates to the Superintendent the authority and responsibility to act as its chief administrative officer and to perform all acts and carry out all functions reasonably necessary to assure the efficient and effective operation of the District.

**The Board expressly delegates to the Superintendent the major responsibilities and duties include but not limited to:**

- 1. Plans, manages, and evaluates all the departments and programs of RISD.
- 2. Initiates and directs the development of policies for the approval of the Board.
- 3. Delegates such responsibilities to Assistant Superintendents and subordinates as he/she may find appropriate.

**SUPERINTENDENT (CONT'D)**

4. Directs staffing of administrative, instructional, health, maintenance, custodial, and transportation positions.
5. Organizes, leads, and directs the administrative staff, principals, and special committees.
6. Recommends establishment and changing of school boundaries based on population distribution.
7. Recommends the assignment, transfer, promotion, demotion, or termination of all employees of the district.
8. Recommends the assignment, classification, promotion and suspension of pupils.
9. Directs the planning, supervision, and controlling of budget, purchases, disbursing, and accounting.
10. Supervises and evaluates the delivery of instruction.
11. Coordinates the public relations program through use of news agencies, citizen and parent-teachers groups, professional staff, and the Board of Education.
12. Recommends the selection of instructional materials.
13. Keeps the Board fully informed of the status of the Roswell Independent Schools and the various programs being undertaken.
14. Formulates the proposed salary schedules for certified and support staff.
15. Advises the Board on need for school sites and facilities.
16. Complies with and enforces requirements, regulations, and policies of: State Law, State School Law, Public Education Department, Roswell Board of Education, North Central Association, New Mexico Activities Association and the Administration.
17. Provides professional staff with:
  - Timely information and communication
  - Timely responses to request
  - Timely action upon recommendations
  - Clear job duties for responsibilities and accountability
  - Opportunities for dialogue, input, and decision making for clarity of responsibility and accountability
18. Adheres to all stipulations in Board Policy 3110 Code of Ethics of the Roswell Independent School District and 3111 Code of Conduct of the Roswell Independent School District.
19. Directs the implementation of the Employee Labor Relations Policy in collaboration with local unions and associations representing district employees.
20. Directs the implementation of district professional development activities and serves as a role model for professional development by attending regional, state, and national conferences and workshops if funds are available.
21. Acts as hearing officer or hearing authority for the purposes of hearing or reviewing facts, deciding appropriate disciplinary action, or reviewing disciplinary action of other designated or authorized administrators, consistent with procedures established by state law or regulation or Board policy. Instances in which the Superintendent may exercise such delegation of authority include, but not limited to, acting as hearing authority, review authority, or disciplinarian in hearings involving long-term suspension or expulsion of public school students pursuant to the provisions contained in NMAC6.11.2, or such successor regulations as the Public Education Department may adopt. The Superintendent may designate other administrators to perform any of such functions as allowed under the regulations.
22. Promulgates and reviews grievance resolution procedures as set forth in Board policy and determines whether particular issues are not subject to such grievance procedure. The delegation of authority provided herein may not be used in a manner contrary to state law or regulation or to deny any student or employee rights to which he or she may otherwise be entitled. The Board may expand the delegation prescribed herein in appropriate circumstances. The enumeration of delegated authorities to the Superintendent shall not be construed to limit the authority of the Superintendent authorized by state law or to take such further actions as may be necessary to administer school district programs or to execute Board policy, unless such authority is reserved to the Board by state law.
23. Maintains an instructional program to extend from the three and four year old level through the twelfth grade which will be broad and varied enough to meet the educational needs of all educable pupils as defined by state law and as being the responsibility of the district.

## **SUPERINTENDENT (CONT'D)**

24. Utilizes skills working through news media, community organizations/associations, district staff, and parents of district students, school/community partnership and/or collaborative projects.
25. Communicates effectively both orally and in writing.
26. Prioritizes, organizes and manages time.
27. Utilizes knowledge of the Laws governing the operations of public schools.
28. Maintains a program of special education for exceptional children as is generally provided for and in accordance with policies and plans of the New Mexico Public Education Department reflecting the needs of the pupils of the district.
29. Develops an organizational chart, in concert with the Board, which assigns responsibilities to the superintendent and staff in definite, but broad, general terms.
30. Develops the agendas for all Board meetings.
31. Develops resolutions for all Board elections, such as bond elections, mill levy elections, and Board member elections.
32. Plans and conducts administrative meetings.
33. Directs the maintenance of school facilities and equipment.
34. Ensures that school patrons and the public are informed and involved in the acquisition, planning, and development of school facilities, and that students are provided with adequate facilities which conforms to state and federal mandates.
35. Develops and implements policies and procedures for student safety.
36. Uses student achievement data to make instructional decisions.
37. Demonstrates use of technology.
38. Perform, in addition to the above duties, such other duties as may be required by the Board.

### **Supervisory Responsibilities:**

Assistant Superintendents, Principals, others as needed.

### **Qualifications:**

1. Master's degree.
2. Valid New Mexico administrative license as required by the State of New Mexico.
3. Ten years of experience in public school administration and supervision preferred.
4. Demonstrate, by suitable experience, that he/she is capable of leading a staff and community in a continuous program of school improvement.
5. Valid Driver's license and Insurance.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### **Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

### **Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

### **Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

### **Work Environment:**

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work is required. Make site visits when needed and appropriate. May work under stressful conditions on occasion.

**SUPERINTENDENT (CONT'D)**

**Terms of Employment:**

Salary and work year to be established by the Board.

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**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

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**Signature**

**Printed Name**

**Date**