

Superintendent – Drew Central School District

Qualifications

Applicants must have a current Arkansas District-Level Administrator License or the ability to obtain through reciprocity. Applicants must have effective leadership skills and experiences, along with a proven background in personnel management, public school operations, and curriculum/instructional support. At least five years administrative experience is required. Both building-level and district-level administrator experience is preferred.

Special Knowledge and Skills

The successful applicant should have thorough knowledge of state and federal school law, school finance, and current best practices in curriculum and instruction. The applicant must also possess exceptional organizational, communication, public relations, and interpersonal skills, as well as have the ability to interpret policy/procedures/data, and to manage budgets, personnel, and highly stressful situations.

Contract 240 days

Evaluated By: Drew Central Board of Education Members

Job Goal

The Superintendent of Schools will act as the educational leader and chief executive officer of the school district, responsible for the effective execution of policies adopted by the district's Board of Education (Board). The Superintendent will assume administrative responsibility for the planning, operation, supervision, and evaluation of all educational programs, finances, support services, personnel, and facilities of the district.

Essential Duties and Performance Responsibilities:

1. Serves as the Board's sole point of connection to the operational organization, programs, and services of the school district
 - Assists the Board in developing and monitoring goals for the district and for the superintendent focused on student success and achievement
 - Assists the Board with the maintenance of all administrative policies required by the Board and/or statute
 - Assists the administrative staff in preparing and reporting data relative to goals and objectives of the district, ensuring compliance with Board expectations
2. Serves as the Chief Executive Officer of the district
 - Works with the Board President to set agendas for regular Board meetings, work sessions, hearings, and retreats
 - Establishes educational and operational priorities for the district
 - Builds and maintains strategic relationships with the community, city, Chamber of Commerce, MEDC, Rotary, industry partners, and local/state policy makers
 - Plans, formulates, recommends and advises the Board concerning various issues, trends or concerns that may impact the district's mission or strategic plans
 - Develops, implements, and monitors plans for accomplishing Board directives, goals and priorities
 - Evaluates the success of the plans and reports to the Board and the community
3. Manages, makes or delegates all administrative decisions within the school district

- Oversees that job responsibilities are clearly understood and are effectively accomplished
- Aligns the responsibilities, duties and organizational structure of the district and its directors/administrators to accomplish the objectives of the organization
- Supervises interviewing, hiring, managing, and evaluating district and building level administrators
- Supervises the dissemination of the organizational structure and operational processes for all staff while allowing opportunities for input, feedback, and creativity
- Ensures timely and comprehensive performance evaluations are completed on all staff members
- Ensures the preparation and timely submission of necessary reports to the Department of Elementary and Secondary Education (DESE)

4. Manages and oversees the actions of all district employees, the use of district facilities, and the application of district funds and their impact on district objectives

- Collaborates, supervises and works closely with the Chief Financial Officer in monitoring budget balances and cash flows to ensure the district has adequate cash on hand to meet its obligations; monitors reserves; and assists in the formulation of assumptions to make appropriate financial and budget projections
- Collaborates with the Assistant Superintendents and Chief Financial Officer in the monitoring and projection of student enrollment levels
- Collaborates with district administrators and the Board in the development of the 10-year facilities master plan for the renovation, design, and construction of district facilities.
- Leads and facilitates specialized strategic projects
- Promotes and leads bond referendum efforts including planning, public appearances, promotion, and communications

5. Provides leadership in developing and maintaining the best possible educational programs and services

- Provides direction to the administrators involved in the review, evaluation, and assessment of district curriculum, instruction, special education programs, and other district wide educational programs and services
- Provides direction to the administrators involved in the review, management, and evaluation of the transportation, food service, technology, student health, maintenance/custodial, human resources, and business departments
- Facilitates focused efforts to develop and promote leaders from within the organization

6. Represents the school district to the public, the staff, other school districts, strategic partners, policy makers, and other audiences

- Provides supervision, direction and support of all district communications
- Serves as a liaison between the staff and the Board
- Advocates for the interests of the school district and community when working with government agencies
- Collaborates with various city, county, other school districts and the legislature concerning issues and initiatives

7. Establishes a culture that promotes trust, integrity, respect, excellence and security for all stakeholders

- Maintains open channels of communication with principals, supervisors, and district-level directors, and Board members
- Celebrates, praises, and coaches staff and students as appropriate
- Develops and implements procedures for getting feedback and input from staff about decisions that

directly impact their positions

- Seeks ways to involve parents in their children's education
- Sets high expectations and promotes excellence for both staff and students
- Models exemplary standards of personal and professional behavior
- Promotes the district's mission and vision through presentations, words, and actions
- Promotes school activities in the community and seeks to establish partnerships and positive working relationships with businesses and community organizations
- Supports and attends school programs and events

8. Responsible for the recruitment and retention of all licensed and classified staff. Provides management oversight for all personnel-related decisions

- Plans for and supervises policy, salary, and budget related discussion with the Personnel Policy Committees
- Monitors district compliance with negotiated agreements with professional staff
- Collaborates with other administrators on matters of employee discipline and employee welfare
- Supervises the preparation of supporting materials and makes all recommendations to the Board on personnel-related matters including but not limited to hires, terminations, disciplinary hearings, adding or eliminating positions, and salary changes

9. Performs other duties of a like or similar nature as assigned

Proficiency (or Ability to Learn) Specific School Related Programs:

- 1.NIET
- 2.eSchool Office
- 3.Microsoft Word, Excel, and PowerPoint
- 4.G-mail and Google Calendar
- 5.Google Drive: Docs, Spreadsheets, Slides
- 6.eFinance Plus
- 7.Other data and assessment programs as needed

Job Requirements

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- At least 5 year(s) of relevant experience preferred.
 - Master degree in Education Leadership or similar area.
 - Citizenship, residency or work visa required

Contact Information

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Send Application, Resume', Copies of Transcripts and All Other Documents

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