



# **ORANGE COUNTY SCHOOLS**

## **POSITION DESCRIPTION**

---

<b>POSITION TITLE</b>	<b>Superintendent of Schools</b>
<b>SCHOOL/DEPARTMENT</b>	Superintendent's Office
<b>SALARY</b>	Superintendent Salary Schedule plus supplement
<b>FLSA STATUS</b>	Exempt
<b>REPORTS TO</b>	Board of Education
<b>SUPERVISES</b>	6 Chief Officers, 1 Board Specialist/Administrative Assistant, 1 Interim Deputy Superintendent, 1 District Leadership Coach (contract)
<b>WORK WEEK SCHEDULE</b>	Monday - Friday; Must be able to work evenings and some weekends
<b>WORK HOURS</b>	40
<b>NUMBER OF MONTHS PER YEAR</b>	12

### **POSITION PURPOSE:**

The Superintendent provides the administrative leadership to all school personnel in carrying out the goals and objectives of the Orange County Schools.

### **MINIMUM QUALIFICATIONS:**

The Superintendent shall have been a principal in one or more North Carolina public schools for a minimum of eight (8) years or shall have other equivalent leadership, management, and administrative experience as deemed qualified by the Board of Education. Must reside in Orange County.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Extensive knowledge of the principles and practices of public school administration, including Federal and State public school laws and the policies and regulations of the Orange County Schools Board of Education.

- Comprehensive knowledge of school operations, including site-based budgeting
- Knowledge of research and current trends in public school education
- Exceptional conceptual, analytical, organizational, and management skills
- Extensive knowledge of data analysis and statistical control techniques useful in assessing and improving program quality and effectiveness
- Ability to provide effective leadership for school system staff
- Ability to establish and maintain effective working relationships and communications with the Board of Education, Superintendent's Cabinet, School Administrators, school system staff, students, parents, staff members of external advocacy groups, local government representatives and the community
- Ability to communicate effectively with other Superintendents across the State of North Carolina as well as Superintendents in school systems outside of North Carolina
- Ability to lead Principal Meetings effectively
- Skilled in communicating effectively with the Governor of North Carolina, NC Legislators and other elected officials, lobbyists, North Carolina Department of Public Instruction, NC School Board, NC State Superintendent, NCAE representatives and other educational interests as necessary

### ***EDUCATION, TRAINING, AND EXPERIENCE***

- Doctoral degree from an accredited college or university in educational or public administration, supervision, or curriculum development
- A minimum of eight (8) years of successful experience as a principal in at least two (2) different schools
- Demonstrated success working with high needs populations
- Demonstrated success in planning for and implementing systems that establish, track and evaluate achievement of desired outcomes; includes experience with quantitative and qualitative data use
- Commitment to educational excellence and continuous improvement demonstrated through the evaluate achievement of desired outcomes; includes experience with quantitative and qualitative data use
- Commitment to educational excellence and continuous improvement demonstrated through the skills and abilities necessary to perform effectively in the position may be considered

### ***CERTIFICATION AND LICENSE REQUIREMENTS***

- Certified or be eligible for North Carolina Professional Educator's License for Superintendent
- Certified for North Carolina Professional Educator's License for Principal
- Must possess a valid motor vehicle license administered by the State of North Carolina Division of Motor Vehicles

### ***PREFERRED QUALIFICATIONS:***

- Experience serving as a Superintendent, Deputy Superintendent, Associate Superintendent or Assistant Superintendent in another school system
- Experience in advanced educational technology that is applicable to quality classroom learning
- Proven track record with expanding curriculum opportunities essential for preparing students for

- 21st Century learning
- Ability to facilitate creative learning opportunities for all schools

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. **Must be able to develop plans.** The superintendent conceptualizes the broad goals of the school system, translates goals into plans, plans an organization structure capable of accomplishing the goals, assesses the degree to which policies and practices are attained and plans responses to assessed needs.
2. **Develop and Maintain the Educational Program.** The superintendent assures that the system's goals are represented by the educational goals in a manner consistent with legal, fiscal, organizational and community demands. This responsibility involves organizing and implementing an appropriate instructional program, evaluating the program, communicating support system needs to the board; maintaining appropriate working relationships with the board, staff, and community; and complying with the various demands placed on the school system.
3. **Establish and Maintain the Program Infrastructure.** The superintendent assures that the system's goals are represented by infrastructure objectives pertaining to facilities, personnel, support services, and information management. The superintendent assures that board goals are translated into plans for the infrastructure, that plans are implemented and information is collected, maintained and communicated in an effective manner.
4. **Develop and Maintain Administrative Procedures.** The superintendent creates the administrative procedures necessary for implementing personnel and fiscal policies consistent with: system policies; assessed needs; and applicable laws, rules and regulations. Once developed, the superintendent assures that administrative procedures are implemented appropriately
5. Other duties and responsibilities as codified in the *North Carolina General Statutes, Chapter 115C, Subchapter V. Personnel, Article 18. Superintendents.*
6. Perform other related duties as assigned by the Board of Education.

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
<b>WORK ENVIRONMENT</b>	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
<b>ACKNOWLEDGEMENTS</b>	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

**DISCLAIMER:** *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*