

Teague ISD

**SUPERINTENDENT:
QUALIFICATIONS AND DUTIES**

**BJA
(LOCAL)**

In addition to responsibilities specifically provided by law, the Superintendent shall:

**EDUCATIONAL
LEADERSHIP**

1. Provide leadership and direction for the development of an educational system that is based on the needs of students, on standards of excellence and equity, and on community goals. Toward that end, the Superintendent shall:

**INSTRUCTIONAL
MANAGEMENT**

- a. Establish effective mechanisms for communication to and from staff in instructional evaluation, planning, and decision making.
- b. Oversee annual planning for increased student learning and conduct periodic assessments of the effectiveness of the planning process.
- c. Ensure that goals and objectives form the basis of curricular decision making and instruction and communicate expectations for high achievement.
- d. Ensure that appropriate data are used in developing recommendations and making decisions regarding the instructional program and resources.
- e. Oversee a system for regular evaluation of instructional programs to meet student instructional needs and to attain desired student achievement.

**STUDENT
SERVICES
MANAGEMENT**

- f. Oversee student services, including but not limited to health and safety services and counseling services, and monitor for effectiveness.
- g. Oversee a discipline management program and monitor for equity and effectiveness.
- h. Encourage, oversee, and participate in activities for recognition of student efforts and accomplishments.

**STAFF
DEVELOPMENT
AND
PROFESSIONAL
GROWTH**

- i. Oversee a performance appraisal process for instructional staff that reinforces standards of excellence and assesses deficiencies; ensure that results are used in planning for improvement.
- j. Ensure that appropriate staff development is available and monitor staff development for effectiveness.
- k. Stay abreast of developments in educational leadership and administration.

**DISTRICT
MANAGEMENT**

2. Demonstrate effective planning and management of District administration, finances, operations, and personnel. To accomplish this, the Superintendent shall:

**ADMINISTRATION
MANAGEMENT**

- a. Ensure that key planning activities within the District are coordinated and are consistent with Board policy and applicable

FISCAL,
FACILITIES,
AND
OPERATIONS
MANAGEMENT

- law, and that goals and results are communicated to staff, students, and public as appropriate.
- b. Organize the central office in a manner consistent with District priorities and resources and monitor administrative organization at all levels for effectiveness and efficiency.
- c. Oversee procedures to ensure effective and timely compliance with all legal obligations, reporting requirements, and policies.
- d. Oversee a budget development process that results in recommendations based on District priorities and available resources.
- e. Oversee budget implementation in a way that ensures appropriate expenditure of budgeted funds and provides for clear and timely budget reports.
- f. Ensure that District investment strategies, risk management activities, and purchasing practices are sound, cost-effective, and consistent with District policy and law.
- g. Implement and oversee a planning process that results in goals, targets, or priorities for all major areas of District operations, including but not limited to facilities, maintenance, transportation, and food services.
- h. Monitor effectiveness of District operations against appropriate benchmarks.
- i. Ensure that the system for recruiting and selection results in personnel recommendations based on defined needs, goals, and priorities.
- j. Oversee a performance appraisal process for noninstructional staff that reinforces a standard of excellence and assesses deficiencies; ensure that results are used in planning for improvement.
- k. Administer a compensation and benefits plan for employees based on clearly defined goals and priorities.
- l. Encourage, oversee, and participate in staff recognition activities.

PERSONNEL
MANAGEMENT

BOARD AND
COMMUNITY
RELATIONS

BOARD

- 3. Maintain positive and productive working relationships with the Board and the community. The responsibilities in this regard shall encompass the following:
 - a. Keep the Board informed of significant issues as they arise, using agreed upon criteria and procedures for information dissemination.
 - b. Respond in a timely and complete manner to Board requests for information that are consistent with Board policy and established procedures.
 - c. Provide recommendation and appropriate supporting materials to the Board
 - d. Articulate and support Board policy and decisions to staff and community.
 - e. Maintain a positive and professional working relationship with the Board.
 - f. Direct a proactive program of internal and external communication at all levels designed to improve staff and community understanding and support of the District.

COMMUNITY

- g. Establish mechanisms for community and business involvement in the schools and encourage participation.
- h. Work with other governmental entities and community organizations to meet the needs of students and the community in a coordinated way.

DELEGATION

To the extent permitted by law, the Superintendent may delegate responsibility to other employees of the District but shall remain accountable to the Board for the performance of all responsibilities, delegated or otherwise.

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