



LAFAYETTE PARISH SCHOOL SYSTEM
JOB DESCRIPTION

Job Title: Superintendent of Schools
Reports To: Lafayette Parish School Board
(hereinafter referred to as "The Board")
Prepared By: Human Resources
Approved By: LPSB
Salary Grade: Salary Negotiated by the Board

Department: Superintendent
FLSA Status: Exempt
Prepared Date: February 12, 2015
Approved Date: March 4, 2015
Days: 244 Days per year
2002 Sales Tax Eligible: No

Summary: Provides educational leadership in programs and business affairs for the Lafayette Parish School System.

Essential Duties and Responsibilities include the following:

- Serves as Chief Executive and Secretary-Treasurer of the Board.
- Recommends policies and policy changes for consideration and approval by the Board and interprets policies to staff and community.
- Implements decisions of the Board and carries out duties assigned by the Board; directs preparation of or prepares reports to the Board; attends all school board meetings.
- Implements the laws of the State of Louisiana, regulations of the State Board of Education, and policies of the Board.
- Makes recommendations to the Board on job descriptions for personnel and on organization of staff.
- Selects and assigns personnel to the extent authorized by state law.
- Implements an efficient management organization plan and delegates to staff members those responsibilities necessary for carrying out this plan.
- Prepares for Board consideration and action proposed annual budgets and budget amendments and supervises the management of district's funds consistent with those Board-approved budgets.
- Directs the management and operation of the educational program in the school district.
- Directs the management of school district records in accordance with local, state and federal requirements.
- Directs research necessary for determining building and facility needs of the school district and makes recommendations concerning these needs.
- Directs a program of professional growth for school district staff.
- Initiates and supervises special studies necessary for the effective management of the school district.
- Collaborates and cooperates with Board auditors, attorneys, and consultants.
- Performs other duties as assigned.

Supervisory Responsibilities: All personnel in the Lafayette Parish School System, including the divisions of Finance; Public Relations; Maintenance and Operations; Human Resources and Instruction.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

- **Adaptability** - Manages competing demands; changes approach to best fit situation; able to deal with frequent changes, delays or unexpected events.
- **Dependability** - Follows instructions; responds to management directions; takes responsibility for own actions; commits to work when necessary to reach goals; completes tasks on time.
- **Honesty** - Straightforward; acts with integrity; truthful; refuses to steal, cheat or deceive.
- **Decision Making** - Identifies goals; weighs pros and cons; chooses best alternative; displays willingness to make decisions; exhibits sound and accurate judgment; explains reasoning for decisions; includes appropriate people.
- **Cooperation** - Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a team above own interests; asks for and offers help when needed.
- **Self-Discipline** - Acts responsibly; works hard to reach goals; does quality work; reacts well under pressure; follows through on commitments.
- **Self-Motivation** - Sets and achieves personally challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence.
- **Good Hygiene/Personal Appearance** - Wears attire appropriate to the circumstances; practices personal grooming that is appropriate to the work environment.
- **Courteousness** - Shows understanding; takes an interest in what people say and why they think and act as they do; approaches others in a tactful manner; treats others with respect and consideration regardless of their status or position.
- **Effective Communication** - Speaks well; listens well; gives and understands instructions; communicates in ways appropriate to the situation and audience.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.
- **Project Management** - Coordinates projects; Completes projects on time and budget; Manages project team activities.
- **Delegation** - Delegates work assignments; Matches the responsibility to the person.

Qualifications: Must meet requirements to serve as a Superintendent of Schools in the State of Louisiana and must possess the knowledge, abilities, and skills which follow:

- Has extensive knowledge of effective principles, practices, methods, and procedures for directing a public school district.

- Has extensive knowledge of state and school board policies, rules, regulations, standards, goals, and objectives.
- Has extensive knowledge of trends, problems, and perspectives, pertaining to public school education.
- Has the ability to plan, coordinate, evaluate, and provide executive directions for subordinate managers and other employees of the school system.
- Has the ability to provide educational and/or managerial leadership in the instructional programs of the school district.
- Has the ability to establish and maintain effective working relationships with school district employees, members of the Board, parents, students, representatives of state and local government agencies, community groups, and the general public.
- Communicates effectively on sensitive and controversial subjects, both orally and in writing.

Education and/or Experience: Certified (Bulletin 746, Section 747) or authorized (Bulletin 741, Section 505) to serve as Superintendent of Schools in the State of Louisiana by the Louisiana Department of Education.

Financial Responsibilities: Responsible for the Preparation of a Budget Plan (including anticipated revenues and expenditures), financial review, overall management responsibilities.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills: Ability to work with mathematical concepts such as statistical inference and apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of educational journal publications that simultaneously deal with several abstract and concrete variables.

Computer Skills: To perform this job successfully, an individual should have knowledge of basic technological functions such as Microsoft Excel Spreadsheet software and Microsoft Word Processing software.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally required to sit; stand; walk; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acknowledged and Approved

Date