

Multnomah Education Service District

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Qualifications and Duties of the Superintendent

Position: Superintendent - Executive Officer
Reports to: Multnomah Education Service District Board of Directors

Nature and Scope

To provide leadership and executive level services to the Board of Directors in various capacities. Responsible for providing leadership for, and general supervision and coordination of, all Multnomah Education Service District (MESD) programs, services and personnel and to directly supervise and coordinate the activities and personnel within the Superintendent's staff per the organizational chart.

Essential Leadership Qualities

1. **Trust:** Develop trust among co-workers through honesty and fairness.
2. **Communication:** Communicate in an inclusive and collaborative manner.
3. **Vision:** Lead with vision and follow-through.
4. **Personal Qualities:** Be respectful, caring and courageous.
5. **Management Style:** Be visible, humble and a team player.
6. **Agency-wide Perspective:** Be involved in, and supportive of continuous overall improvement of MESD.

The MESD Board requires the Superintendent be a strong educational leader who has the following professional and personal qualifications:

Professional Requirements

1. A current Oregon administrative license with an authorization for all levels, a superintendent's endorsement or a transitional superintendent license.
2. A master's or doctorate degree in the field of education, preferably in educational administration;
3. Successful teaching experience at the elementary or secondary school level;
4. Service as a superintendent or administrative experience in the central administration of a school system or ESD.

In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets transitional administrator or exceptional administrator licensure requirements. The Board may, jointly with the individual, submit an application for such license for Teacher Standards and Practices Commission approval pursuant to OAR 584-080-0151 and 584-080-0161.

Personal Qualifications

1. Success in leadership roles with staff, community and professional peers.
2. Ability to communicate effectively, both orally and in writing.
3. Scholarship, intelligence and excellent ability to plan and organize.
4. Training, experience and success in personnel selection, evaluation and development.
5. Knowledge of curriculum development, implementation and evaluation.
6. Knowledge of business and support service systems which facilitate planning, control and accountability.
7. Experience in administering collective bargaining agreements.
8. Ability to motivate other administrators and significantly involve them in the decision-making process.
9. Strong management skills and a desire and ability to motivate and innovate, taking advantage of the MESD's strengths.

As chief administrator of MESD the Superintendent will perform, or cause to have performed, the following general functions:

General Functions

The Superintendent is the chief executive officer and, under the direction of the Board, is responsible for control and operation of the MESD and for implementing the decisions and policies of the Board.

The superintendent has the authority to formulate and delegate duties and responsibilities to subordinate administrative personnel. The delegation of such duties and responsibilities, however, will not relieve the superintendent of responsibility for the action taken under such delegation.

1. Administration of MESD to conform with state and federal statutes, state administrative rules, Board policy, court decisions and the requirements of the collective bargaining agreements.
2. Act as the liaison between the staff and the Board.
3. Serve as clerk of the Board, performing such duties as required by law or by the Board.

4. Serve as Executive Officer of the MESD Local Contract Review Board (LCRB) by prudently exercising the authority granted in LCRB policy and communicating with affected vendors, local districts and general public regarding changes in the rules, and/or requested exceptions to the rules.
5. Superintendent will establish and maintain good working relationships with component districts and other ESD Superintendents.
6. Serve as educational leader to the Board, staff and community.
7. Support the Board with scheduling ~~Schedule~~ meeting places, ~~prepare an agenda~~ providing for required notices, and ensuring any required recordings or minutes are created for all Board meetings and ~~other~~ for all committees authorized by the Board, as appropriate.
8. Attend all regular, special meetings and executive sessions of the Board, except when excused for his/her own salary and performance review.
9. Attend local, state and national meetings, conferences and workshops as deemed beneficial to the interests of the MESD.
10. Visit, as may be required, all MESD sites as a regular part of a schedule and institute and carry out such regulations as may be necessary to attain their efficient operation.
11. In cases of matters not specifically covered by Board policies, take appropriate action and report such action to the Board no later than the next regular Board meeting.
12. Have other powers and duties as may be approved by the Board, and as may be necessary to fulfill the functions of the office of superintendent.

Board Policies

1. Administer adopted Board policies and regulations. Policies approved by the Board and Administrative Regulations approved by the Cabinet will be included in the written rules and regulations of the MESD.
2. Annually review adopted Board policies and make recommendations for needed changes.
3. Advise, inform and make recommendations to the Board on matters of policy and other required action(s) and inform the Board on all phases of ESD operation.
4. Formulate and recommend for Board adoption such personnel policies as may be necessary for efficient functioning of the MESD staff.
5. Make rules and reasonable regulations to govern routine matters and see that such rules and regulations are communicated to employees concerned.

Budget/Fiscal

1. Serve as executive officer of the budget committee and prepare an educational plan that is the basis for formulating the MESD's budget.

2. Direct the preparation of the budget, prepare the budget message for presentation to the budget committee.
3. Supervise the administration of all fiscal policies of the MESD and serve as custodian of all MESD funds.
4. Decisions regarding financial settlements where the settlement amount is \$15,000 or less. All settlements will be reported to the Board.
5. Operation of MESD within the appropriations set for each fund.

Employees/Human Resource Services

1. The Superintendent will develop and implement strategies to recruit diverse applicants and to promote the hiring of staff member from diverse backgrounds.
2. Recommend to the Board the appointment, renewal, contract extension, contract nonrenewal, contract non-extension or dismissal of licensed MESD employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable.
3. Appoint, promote, demote or discharge classified and non-represented employees as provided by state law, Board policy, collective bargaining agreements and meet and confer agreements, as applicable.
4. Assign or transfer all MESD employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable.
5. Assess trends and changing procedures in salary negotiations and assist the Board in collective bargaining and salary consultation with MESD employee groups and make recommendations to the Board on all issues related to negotiations.
6. Direct the implementation and administration of all agreements resulting from the consultation or negotiation process.
7. Develop and file a complete list of position descriptions with job descriptions within each classification for all classes of personnel, review and change those descriptions as needed or directed by the Board.
8. Resolve problems of operations and settle disputes referred through administrative channels.
9. Work with staff organizations and committees in the development of sound personnel practices and procedures and provide for their implementation.
10. Assume responsibility for the development, maintenance and operation of a constructive program of in-service, training and education for all ESD employees. For this responsibility, the superintendent may employ lecturers, grant temporary leave from work, approve reimbursement for extension or college courses and develop professional library facilities as required, subject to Board approval.
11. Evaluate the performance of all MESD administrative personnel in accordance with state law and Board policy and make recommendations for those positions to the Board before March 15 of each year.

12. Evaluate the performance of licensed, classified and other personnel in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable.

Program Services

1. Establish procedures to involve teachers, administrators, supervisory personnel and representatives from component districts and other citizens in the preparation and selection of courses of study and other instructional materials.
2. Develop and recommend to the Board long-range plans for programs and services and financial resources that are consistent with population trends, MESD goals and component district needs.
3. Provide an ongoing program of communication to and from component districts, the community, staff and Board concerning the district's programs and services.
4. Recommend instructional materials, instructional supplies and equipment to be purchased by the MESD.

Facilities

1. Maintain a continuous inventory of all MESD capital property, furniture, material and supplies.
2. Recommend plans for repairs to MESD property and for new construction and see that all plans adopted by the Board are properly executed.

END OF POLICY

Legal Reference(s):

ORS 334.125	ORS 342.173	OAR 584-036-0035(1)
ORS 334.225	ORS 342.175	OAR 584-046-0003 to -0024
ORS 342.121	ORS 342.200	OAR 584-048-0085 to -0095
ORS 342.125	OAR 581-024-0190 to -0310	OAR 584-080-0151
ORS 342.140	OAR 584-020-0000 to -0045	OAR 584-080-0152
ORS 342.143	OAR 584-023-0006 to -0050	OAR 584-080-0161

MESD Policy Cross Reference(s):

BBAA - Individual Board Member's Authority and Responsibilities
BCD- Board-Superintendent Relationships
CA/CAA - Administration Goals and Objectives
CBB - Recruitment and Appointment of the Superintendent
CC - Administrative Organization