

SMYRNA SCHOOL DISTRICT

POLICY

Section:	2000 Administration	Office Responsible:	Board of Education
Policy:	2111 Superintendent		
Related Policies:	N/A	Administrative Procedures:	N/A

Title: Superintendent of Schools

Minimum Qualifications:

1. Minimum of seven (7) years of education experience consisting of at least five (5) years of teaching and two (2) years of educational leadership.
2. An earned master's degree from an accredited college or university in a related field.
3. Must possess or be eligible for a Superintendent's Certification per Delaware Admin. Code Reg. 1593 issued by the Delaware Department of Education

Desired Qualifications:

Post-graduate Coursework with emphasis on curriculum, supervision, and/or management

Reports To: Board of Education

Supervises: Directly or indirectly, all employees of the District

Job Goal:

To inspire, lead, guide, and direct every member of the administrative, instructional, and supportive services team in setting and achieving the highest standards of excellence, so that each individual student enrolled in our district may be provided with a complete, valuable, meaningful, and personally rewarding education.

Further, to oversee and administer the use of all district facilities, property, and funds with a maximum of efficiency, a minimum of waste, and an ever-present overriding awareness of and concern for their impact upon each individual student's education.

Performance Responsibilities:

1. Interprets and clarifies the needs of the school system to the Board, staff, students, and public.
2. Coordinates the total education program and provides leadership in its development and improvement by:
 - a. Keeping current with trends and developments in curriculum and instruction
 - b. Initiating new programs, modifying existing ones, and discontinuing others

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- c. Monitoring and assessing effectiveness of instructional programs
 - d. Directing in-service and staff development
3. Submits annually in March, to the Board, a report covering the “State of the School District”
 - a. The purpose of this report is to review past activity of the District and to suggest awareness of and/or preparedness for future trends and needs.
 - b. This report shall include, but not be restricted to the topics of curriculum, status of buildings and grounds, personnel, and the budget.
4. Coordinates and evaluates in writing the work of the administrative staff members, provides counsel and motivation, and fosters an esprit de corps.
5. Represents the district in its dealings with other school systems, institutions and agencies, community organizations, and the general public.
6. Initiates and guides the development of policies for Board consideration, and develops such administrative rules and procedures as may be necessary to implement all Board policies.
7. With the Director of Curriculum oversees the District-wide curriculum committee (This committee shall meet at least six times per year and forward minutes of the meetings to the Board of Education).
8. Guides the process of fiscal planning and budgetary development and interpretation.
9. Directs staff negotiations with professional and non-professional personnel.
10. Assumes final responsibility for the selection, assignment, dismissal, and evaluation of all personnel.
11. Assumes ultimate responsibilities for the assignment of students and the various specialized area of administration.
12. Exercises leadership in the development and execution of the school/community relations program.
13. Keeps the Board continuously informed about the status of the school system as well as educational trends and practices.
14. Oversees the process and submission of required reports.
15. Performs such other duties as may from time to time be assigned by the Board.
16. Attends and participates in all meetings of the Board and its committees, except when own employment or salary is under consideration.

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Terms of Employment:

Twelve months a year. Salary by arrangement with the Board.

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy of Evaluation of the Superintendent.

Board Approval Acknowledged by:



Christine Malec, President
Smyrna School District Board of Education

Policy Actions

Adopted:

Revised: 2/15/2017

2/19/2025