

LAFOURCHE PARISH SCHOOL BOARD

Title: Superintendent

Qualifications: Type A / Level 3 certificate
Certified (or eligible for immediate certification) as Superintendent of
Schools in the State of Louisiana
Three years of administrative experience within the last five
Masters degree, 12 hours of professional education, 6 hours of school
administration
Minimum requirement as stated in SDE Bulletin 746 (as revised)
Additional criteria as the board may require
Qualifications should not be established for the individual but rather for
the position.

Reports To: Board

Supervises: Central office and school personnel

FLSA Status: Exempt

Performance Responsibilities:

DOMAIN 1: POLICY AND GOVERNANCE

Performance Standard 1 - The superintendent works with the school board to develop and implement policies.

1. ***coordinates periodic workshops, conferences and/or training sessions for the school board.**
2. respects policy making authority and responsibility of the board.
3. supports and enforces all school board policies and informs all constituents of changes to the school board policies.
4. recommends changes to the school board when policies conflict with state policies and school board vision and mission.
5. recommends policies and procedures that protect the rights and confidentiality of staff and students.

Performance Standard 2 - The superintendent oversees the administration of the district's day to day operation.

1. keeps the school board informed on the needs and issues confronting the school district.
2. informs the school board of actions which require board involvement.
3. acts as a liaison between the school board, district and school personnel.
4. demonstrates professional and personal skills which foster staff involvement, positive morale, creative ideas and team spirit.
5. delegates authority and responsibility to other employees as needs/opportunities arise.

DOMAIN 2: INSTRUCTIONAL LEADERSHIP

Performance Standard 1 - The superintendent communicates a clear vision of excellence and continuous improvement consistent with the goal of the school district.

1. ***reviews data and provide reports on district test scores and identify needs to determine priorities.**
2. demonstrates personal commitment to achieving the mission of the district.
3. articulates a shared vision to all constituencies and ensures that staff members are working in concert with the district's strategic plan.
4. recognizes, encourages and celebrates excellence among staff and students.

Performance Standard 2 - The superintendent oversees the alignment, coordination, and delivery of assigned programs and/or curricular areas.

1. communicates district academics goals to administrators and other stakeholders and provides feedback and progress on areas of improvement.
2. provides direction and support in planning and implementing activities and programs.
3. monitors coordination of instructional programs with state standards and integrates district curricula and co-curricular programs.
4. demonstrates an understanding of occupational trends and their implications to education.

Performance Standard 3 - The superintendent selects, inducts, supports, evaluates and retains quality instructional and support staff.

1. ***reviews, maintains and disseminates current personnel policies.**
2. establishes and uses selection procedures that ensure fairness and equity in selecting the best candidates.

3. establishes and implements formal and informal induction procedures to promote assistance for and acceptance of new employees.
4. sets high standards for staff performance.
5. reappoints and/or promotes competent and effective personnel.
6. provides support and resources for staff to improve job performance and recognizes and supports the achievements of highly effective staff members.

Performance Standard 4 - The superintendent provides staff development programs consistent with program evaluation results and school instructional improvement plans.

1. ***provides systematic professional development using student achievement data for the district.**
2. ***meets with administrators regularly to assess ongoing school improvement.**
3. encourages participation in relevant conferences, coursework and activities of professional organizations.

Performance Standard 5 - The superintendent identifies, analyzes and resolves problems using effective problem-solving techniques.

1. identifies and addresses problems in a timely and effective manner.
2. demonstrates fairness in identifying multiple points of view around problem situations.
3. provides shared leadership and decision making opportunities for staff that promotes a climate of collaboration and collegiality.
4. delegates responsibility to staff members.

DOMAIN 3: PLANNING AND ASSESSMENT

Performance Standard 1 - The superintendent effectively employs various processes for gathering, analyzing and using data for decision making.

1. ***reviews annual state test results to assess district and school improvement.**
2. applies current research related to effective techniques from multiple sources and uses reliable data in making decisions.
3. identifies strengths and weaknesses of certain programs in order to ensure continuous improvement.

Performance Standard 2 - The superintendent organizes the collaborative development and implementation of a district strategic plan based on analysis of data from a variety of sources.

1. ***provides for the inclusion of staff and various stakeholders in the planning process.**
2. works collaboratively with stakeholders to develop long- and short-term goals and objectives consistent with the strategic plan.
3. monitors progress in achieving the goals and objectives of the strategic plan.

Performance Standard 3 - The superintendent develops plans for effective allocation of fiscal and other resources.

1. ***works collaboratively with the board and appropriate staff to determine fiscal priorities and developing a budget to effectively allocate resources.**
2. presents regular reports to board on the financial conditions of the district including all revenue sources eg. Title 1, Special Education, grants.
3. provides resources to support technology infrastructure and integration across the school district.
4. applies financial forecasting and planning procedures that support efficient use of all district resources.
5. maintains appropriate and accurate financial records.

DOMAIN 4: ORGANIZATIONAL MANAGEMENT

Performance Standard 1 - The superintendent actively supports a safe and positive environment for students and staff.

1. ***recognizes students and staff for their academic, co-curricular, personal and professional achievements.**
2. ensure a safe, orderly environment conducive to teaching and learning.
3. clearly communicates expectations regarding behavior to students, staff, parents and other members of the community.
4. implements and enforces school district code of conduct and appropriate disciplinary policies and procedures in a timely and consistent manner.
5. supports effective programs through which students develop self-discipline and conflict resolution skills.
6. calmly and effectively manages emergency situations as they occur.
7. is proactive in addressing potential problem situations.

8. consistently conveys mutual respect, concern and high expectations to students, staff, parents and community members.

Performance Standard 2 - The superintendent effectively manages human, material and financial resources to ensure student learning and to comply with legal mandates.

1. uses accepted procedures for receiving and dispersing funds and ensures that expenditures are within limits approved by the board.
2. prepares and implements short- and long-term plans for facilities and sites.
3. ensures proper maintenance and repair of district property and equipment.
4. monitors any construction, renovation, or demolition of district buildings.
5. proposes improvements to school facilities which increase public confidence and trust that schools are safe and effective learning environments.

Performance Standard 3 - The superintendent demonstrates effective organizational skills.

1. uses time to the best advantage, manages scheduling effectively and follows tasks to completion.
2. utilizes appropriate technologies to communicate, manage schedules and resources.
3. performs duties in an accurate and timely manner.
4. efficiently and appropriately prioritizes and addresses multiple issues and projects.

DOMAIN 5: COMMUNICATION AND COMMUNITY RELATIONS

Performance Standard 1 - The superintendent promotes effective communication and interpersonal relations with the board and all stakeholders.

1. ***visits all school facilities during the school year to observe academics and other activities.**
2. promotes a climate of trust and teamwork.
3. facilitates constructive and timely communications.
4. encourages creative ideas while requiring accountability.
5. models professionally appropriate communication skills, interpersonal relations, conflict mediation and uses acceptable written and oral language.
6. maintains visibility and accessibility to staff.
7. is potentially astute and demonstrates the skills necessary to build community support for district goals and priorities.

8. works cooperatively with the media.
9. establishes partnerships with the public and private agencies to enhance the district's ability to serve students and other constituencies.
10. works collaboratively with staff, families and community members to support the success of a diverse culture.

DOMAIN 6: PROFESSIONALISM

Performance Standard 1 - The superintendent models professional, moral and ethical standards as well as personal integrity in all interactions.

1. understands and models appropriate value system, ethics and moral leadership
2. relates to board members, staff and others in an ethical and professional manner.
3. serves as an articulate spokesperson for the school district and represents the district favorably at local, state and national levels.
4. respects and maintains confidentiality.
5. maintains a professional demeanor and appearance appropriate to responsibilities.

Performance Standard 2 - The superintendent takes responsibility for and participates in a meaningful and continuous process of professional development that results in the enhancement of student learning.

1. ***participates in professional growth activities and/or membership in professional organizations at the district, state and/or national level.**
2. ***sets goals for improvement of skills and professional performance.**
3. maintains a high level of personal knowledge regarding new developments and techniques including technology and shares the information with appropriate staff.
4. comprehends and applies current research of education issues, trends, and practices.
5. networks with colleagues to share knowledge about effective education practices and to improve and enhance administrative knowledge skills and organizational success.
6. maintains proper licensure and certification.