

## **Qualifications and Duties of the Superintendent**

### **QUALIFICATIONS:**

1. A current Oregon Professional Administrative license;
2. Successful experience as an educational leader and administrator;
3. 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 TSPC approval pursuant to OAR 584-080-0151 and 584-080-0161;
4. Other qualifications as determined by the Board.

**REPORTS TO:** High Desert ESD Board of Directors

### **Performance Responsibilities / Duties**

The Superintendent:

1. Serves as chief executive officer of the ESD and, under the direction of the Board, is responsible for control and operation of the ESD and for implementing the decisions and policies of the Board;
2. Formulates and delegate duties and responsibilities to administrative personnel. The delegation of such duties and responsibilities, however, will not relieve the superintendent of responsibility for the action taken under such delegation.
3. Initiates and directs the development of policies for approval by the Board, delegating such responsibility to associates and subordinates as deemed desirable;
4. Attends all meetings of the Board except those concerned with their own contract status and takes part in the deliberations, but does not vote;
5. Assists the Board in reaching sound judgments, establishing policies and approving those matters which the law requires the Board to approve, places before the Board necessary and helpful facts, comparisons, investigations, information and reports and makes available the personal advice on special or technical matters by those persons who are qualified to furnish it;
6. Implements and interprets Board policies;
7. Recommends the appointment, assignment, transfer, promotion, renewal, contract extension, demotion, contract non-renewal, contract non-extension or discharge of any employees of the Board as provided by law, Board policies and the employee's collective bargaining agreement, as applicable, and with such recommendations reported to the Board for approval;

8. Directs, assigns and assists the professional supervisory staff under their charge; through this staff, directs, assigns and assists teachers and all other ESD employees in the performance of their duties; and performs other duties as the Board determines;
9. Creates and maintains an organizational culture that is inclusive, diverse, equitable, focused on relationships, and aligned with board policy.
10. Directs the preparation of the budget showing the estimated receipts and disbursements necessary to cover the needs of the ESD for the ensuing budget period and submits this estimate to the Board in accordance with law;
11. Approves and directs, in accordance with law and Board policy, purchases and expenditures, within the limits of the budget;
12. Exercises leadership in directing planning activities as required by statute and rule and in studies of ESD sites and buildings, considering the population trend and the needs of the ESD, to ensure timely decisions by the Board and electorate regarding construction and renovation projects;
13. Represents the ESD in dealings with other educational service districts and school systems, social institutions, business firms, government agencies and the general public;
14. Keeps the board, staff and public informed about current ESD programs and services.

The specific enumeration of the superintendent's duties as detailed above will not act to limit the broad authority and responsibility of the office.

The superintendent will have the following personal and professional qualities:

1. Success in leadership roles with staff, community and professional peers;
2. Ability to communicate effectively, both orally and in writing;
3. Knowledge of best practices and trends in relevant content area 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 negotiating and administering collective bargaining agreements;
8. Ability to motivate other administrators and significantly involve them in the decision-making process;
9. Strong management skills; and the desire and ability to motivate and innovate, taking advantage of the ESD's strengths.

END OF POLICY

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**Legal Reference(s):**

ORS 334.125  
ORS 334.225  
ORS 342.121  
ORS 342.125

ORS 342.143  
ORS 342.173  
ORS 342.200  
OR 581-024-0205 - 0310

OAR 584-020-0000 - 0035  
OAR 584-046-0003 - 0055  
OAR 584-080-0151 - 0153  
OAR 584-080-0161