

Qualifications and Duties of the Superintendent

Qualifications

1. A minimum of five years experience in education administration.
2. A master's degree with significant hours in the field of education administration.
3. A valid superintendent's license.
4. Alternatives to the above qualifications, and other qualifications, as the Board may find acceptable.

Reports to: Board of Directors

Definition: The superintendent is responsible for all administrative functions of the High Desert Education Service District (ESD), including, but not limited to, budgetary functions, personnel functions, relations with component school districts and public relations.

Distinguishing Characteristics

The superintendent:

1. Provides administrative leadership for all ESD operations;
2. Recruits and hires, subject to final Board approval, the best qualified and most competent personnel according to description for each position;
3. Either directly or through delegated authority, supervises and evaluates all employees;
4. Delegates responsibilities to staff and holds them accountable for their performance;
5. Formulates policies for consideration by the Board; prepares administrative procedures that are required by the adoption of policies;
6. Oversees preparation and administration of the annual budget; functions as clerk of the ESD;
7. Consults and confers with officials of component school districts on all matters of common interest;
8. Provides, as appropriate and requested, support and services to local school districts;
9. Serves as liaison between local school districts, the Oregon Department of Education and other agencies as appropriate;

(continued)

10. Studies possibilities for the ESD to promote and/or participate in consortium programs which may result in savings for the ESD and component school districts;
11. Informs and advises the Board about the programs, practices and problems of the district, and keeps the Board informed of the activities operating under the Board's authority;
12. Assures ESD compliance with federal and state laws and regulations;
13. Represents the ESD to components and to the public;
14. Gathers such facts and information as are required by the Board, the budget committee, and in the effective and efficient accomplishment of their responsibilities;
15. Performs such other functions as directed by the Board.

Terms of Employment: As per negotiated agreement between the Board and the Superintendent.

Evaluation: Annually by the Board.

END OF POLICY

Legal Reference(s):

[ORS 332.405 - 332.427](#)
[ORS 332.515](#)
[ORS 342.125](#)
[ORS 342.140](#)
[ORS 342.173](#)
[ORS 342.175](#)
[ORS 342.200](#)

[OAR 581-023-0006 to -0050](#)
[OAR 584-080-0151](#)
[OAR 584-080-0161](#)
[OAR 584-020-0000 to -0045](#)
[OAR 581-024-0200 to -0310](#)
[OAR 584-020-0000 to -0045](#)
[OAR 584-036-0035 \(1\)](#)
[OAR 584-046-0005 to -0035](#)
[OAR 584-048-0085 to -0102](#)