

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. | JOB TITLE: | Superintendent of Schools |
| 2. | DEPARTMENT: | Office of the Superintendent |
| 3. | IMMEDIATE SUPERVISOR: | The School Board of Miami-Dade County |
| 4. | PAY GRADE: | Contracted |
| 5. | JOB CODE: | 0005 |
| 6. | POSITION AUTHORIZED: | Board Item D-21, March 15, 2023 |
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OCCUPATIONAL SUMMARY

The Superintendent is the chief executive officer of the School District (School Board Policy 1010) and reports directly to The School Board of Miami-Dade County. The Superintendent advises the School Board and recommends Board action on educational and operational matters. The Superintendent is responsible for the development, supervision, and operation of school programs and facilities; the administration and management of the District's schools; and the supervision of instruction (School Board Policy 1030). Moreover, the Superintendent ensures the District complies with the rules of the Florida Department of Education and the policies of the School Board of Miami Dade County. In addition, the Superintendent performs the duties and responsibilities required by Florida Law.

EXAMPLE OF DUTIES

1. Exercises the powers and authority assigned by the Constitution and the laws of Florida and performs such duties and exercises assigned to the Superintendent by law, regulations of the Florida Department of Education, and the rules and policies of the School Board of Miami Dade County.
2. Requires staff members to participate in training on the District's standards of ethical conduct and the related policies and procedures upon employment and annually thereafter.
3. Makes recommendations, nominations, proposals, and reports required by law to be acted upon by the Board.
4. Establishes and maintains proactive ongoing and transparent communication with the School Board regarding District operations, performance, risk and emerging issues, including timely agendas to improve performance and informed timely decision making. Keeps the Board informed of District operations

~~by preparing Board agendas, providing oral and written communication, scheduling management meetings, and requesting special Board meetings that become necessary to keep the Board properly informed.~~

5. Requires that all aspects of District operations comply with State laws and regulations as well as Board contracts and policies.
6. Requires that all laws, rules of the Florida Department of Education, and Board policies are followed.
7. Prepares and submits the annual budget to the Board for adoption and directs all expenditures within the appropriations adopted by the Board.
8. Directs the work of all personnel according to Florida and Federal law and Board policies.
9. Recommends measures to the Board so that adequate educational facilities are available throughout the District.
10. Prepares reports to the Board and informs the public on the conditions and needs of the schools.
11. Assigns staff to their respective duties.
12. Works cooperatively with parents and community groups concerned with programs in the schools.
13. Manages school safety, in accordance with Florida law.
14. Participates in conferences and courses of continuing professional education.
15. Authorizes administrators to enter into agreements with consultants.
16. Delegates authority to staff in any matters when it becomes expedient to do so and assumes full responsibility for the execution and satisfactory completion of the delegated activities.
17. Recommends to the Board an annual plan for instructional programs.
18. Authorizes changes or exceptions as necessary for implementing the instructional program.

19. Advises and counsels with the Board on all educational matters and makes recommendations to the Board for action regarding such matters as should be acted upon.
20. Recommends to the Board policies necessary for more efficient operation of the District.
21. Prepares and submits to the Board policies to supplement those rules adopted by the State Board of Education that will contribute to the efficient operation of the District, and, upon adoption by the Board, requires compliance with these policies.
22. Operationalizes the School Board adopted Strategic Plan by aligning all District initiatives, decisions, and resources to its adopted outcomes, and ensures execution with precision, urgency, and accountability for measurable student and organizational results.

PHYSICAL REQUIREMENTS

~~This work requires the following physical activities: sitting, mobility, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.~~

MINIMUM QUALIFICATION REQUIREMENTS

1. Earned Master's degree or higher; Doctoral degree preferred.
2. Demonstrated experience as a classroom teacher or equivalent instructional experience. Minimum of three (3) years of Highly Effective/Effective public school classroom teaching experience or equivalent instructional experience.
3. Demonstrated experience as a school-site principal, and school district-wide experience.
4. Seven (7) years of progressively responsible public school administrative experience.
5. Proven leadership experience at a school-site, District, or organizational level including responsibility for improving student outcomes, managing teams, and driving educational performance.
6. An understanding of our diverse community and knowledge of the needs of our students, including English Language Learners, Exceptional Education students, low performing students, our most gifted and talented students, and students who come from economically disadvantaged neighborhoods.

7. Knowledge of administration, supervision, curriculum, business and financial affairs, personnel management, and program evaluation of large complex systems especially through change.
8. Oral and written communication skills.
9. Ability to work with diverse groups of people.
10. ~~Knowledge of and experience with industry standard computer applications.~~ Demonstrated understanding of and ability to leverage technology, data systems, and emerging innovations to improve student outcomes and organizational effectiveness.
11. Demonstrated commitment to and belief in the critical role of strong public education systems in community success.