

Job Description

Maintains the vision and focus of the Boonville R-I School mission and philosophy. Acts as the chief executive officer of the Board of Education and the administrative head of all divisions and departments of the Boonville R-I School district. Executes all of the Board rules, policies and regulations. Responsible for the delegation of responsibility and authority for the operation of the various functions of the district.

Personal Characteristics:

People-oriented, patient, enthusiastic, verbal ability, dependability, flexibility, tolerant, ability to motivate self and others (students and staff), organized, able to lead

Tasks

1. Serve as chief executive officer of the Boonville R-I Board of Education which includes attending all appropriate meetings and preparing an agenda for the meeting.
2. Formulate policies, plans, programs and procedures for Board of Education approval as well as present facts concerning these issues.
3. Reports school building needs for the district and recommends actions.
4. Direct procedures for board approval to allow for implementation of the educational program for Boonville.
5. Prepare for Board approval any bylaws, rules, and regulations needed for the direction and control of the schools.
6. Assume responsibilities for Human Resources administration which include nominating personnel for employment subject to board approval.
7. Responsible for employee suspension subject to Board approval.
8. Plan for the professional growth of all employees.
9. Submit to the board an annual budget with projected financial needs.
10. Manage all records, expenditures, purchases, accountability procedures, inventory, etc. with regards to the financial operation of the district.
11. Ensure all reports designated by law or by the Missouri Department of Elementary and Secondary Education are made completely and punctually.
12. Provide direction for curriculum development.
13. Continually work to initiate methods to improve the school system based on new information made available at the state and national levels.
14. Interpret the educational program to the local community through a comprehensive and continuous public information program.
15. Coordinate all members of the Boonville R-I Staff who have responsibilities for decision-making which relates to the instructional or support service operations of the school district.
16. Perform any additional duties as defined by Board policy CB.

Reports to: Boonville R-I School Board

Education and Training: Minimum of Education Specialists Degree and a valid superintendent's certificate issued by the Missouri Department of Elementary and Secondary Education. Doctorate preferred.

Administrative experience as may be required by the Board of Education.