

Anoka-Hennepin Independent School District #11
Job Description

Job Title: Superintendent
Reports to: School Board
FLSA Status: Exempt
Prepared By: Employee Services
Prepared Dated: October 2013

SUMMARY OF RESPONSIBILITIES

The Superintendent provides leadership and strategic vision for the organization in the areas of academics, finance and operations.

DUTIES AND RESPONSIBILITIES

Directs activities related to the administration of Anoka-Hennepin School District in accordance with Board of Education standards by performing the following duties personally or through Cabinet members.

Implement the goals of the School Board, while maximizing organizational effectiveness and fiscal responsibility.

Identify essential service priorities for both the immediate and long range future.

Respond to requests for information, explanation, rationale, as well as concerns, and complaints received by the Superintendent Office.

Review current practices and procedures with regard to School District operations and refine, redesign, or restructure as deemed necessary.

SUPERVISORY RESPONSIBILITIES

Supervises three Associate Superintendents, members of Cabinet, and an Administrative Assistant.

EDUCATION, LICENSE and EXPERIENCE

Required to be licensed by the Minnesota Department of Education as a Superintendent.

Requires a minimum of ten years K-12 educational leadership experience.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from administrators, teachers, other District employees, students, and the general public. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to administrators, teachers, other District employees, students, the general public and the School Board.

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Ability to read, analyze, and interpret journal articles, reports, and legal documents.

Ability to respond to inquiries or complaints from administrators, teachers, other District employees, students, parents and the general public.

Ability to write articles for publication or general distribution.

Ability to effectively present information to administrators, teachers, other District employees, students, the general public and the School Board.

Ability to travel between district building sites.

Ability to work evenings and weekends when required.

WORK ENVIRONMENT

Most work is performed in an office, School Board meeting room, or school buildings.