

**ST. MARYS CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

<b>Title:</b>	<b>ST. MARYS CITY SCHOOL DISTRICT BOARD OF EDUCATION MEMBER</b>	<b>File 101</b>
<b>Reports to:</b>	State government and school district residents	
<b>Job Objective:</b>	Exercises responsible civic leadership. Performs statutory and permissive board duties. Monitors the effective and judicious use of community resources.	
<b>Qualifications:</b>	Meets all prerequisite state qualifications to be elected or appointed to the school board.	
<b>Essential Functions:</b>	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none"><li>· Abides by the adopted board constitution and by-laws. Recognizes that the board's primary responsibility is governance. Establishes policies that support the safe and effective delivery of educational programs. Exercises board authority only during legally convened meetings. Accepts the majority decision as binding on stakeholders.</li><li>· Advances the professional image of the school district. Maintains open/effective communications.</li><li>· Promotes the district's mission, philosophy, and vision.</li><li>· Encourages internal/external partnerships that enhance district services and student learning.</li><li>· Serves as an information resource. Keeps stakeholders informed about emerging issues.</li><li>· Attends board and assigned committee meetings. Notifies the board president, treasurer, or superintendent when an absence cannot be avoided.</li><li>· Upholds applicable local, state, and federal laws. Maintains effective relationships with community services (e.g., legal, health, welfare, etc.). Responds to emergencies as needed.</li><li>· Recruits, evaluates, and hires a superintendent and treasurer. Empowers the superintendent and treasurer to manage the district's daily operations. Supports the district's chain of command.</li><li>· Approves employment contract terms and compensation packages.</li><li>· Analyzes data to improve school operations. Requests sufficient information to permit a complete review of matters brought before the board.</li><li>· Establishes, assesses, updates, and authorizes board policies. Ensures that guidelines and resources are adequate to carry out directives.</li><li>· Adopts an annual budget and appropriation measures that enables the school district to operate effectively. Monitors the fiscal management of the district.</li><li>· Monitors community demographics, resources, and emerging trends. Cultivates community relations that promote a strong commitment of support for the school district.</li><li>· Fosters consensus development. Works with the superintendent to address community concerns/recommendations and resolve problems.</li><li>· Participates in strategic planning activities to ensure that adequate financial resources and facilities are provided to achieve short/long-range objectives.</li><li>· Encourages program innovations. Facilitates the development of a strategic plan. Facilitates strategies to accomplish identified objectives.</li><li>· Promotes a positive work and learning environment. Expresses enthusiasm and shows an active interest in helping staff, students, and parents achieve a successful educational experience.</li><li>· Implements assessment programs to measure the superintendent's and treasurer's performance before board action to renew or non-renew contracts.</li><li>· Helps resolve problems. Promotes a safe, efficient, and effective work/learning environment. Works with stakeholders to manage or eliminate risk factors.</li><li>· Respects personal privacy. Maintains the confidentiality of privileged information.</li><li>· Reports suspected child abuse and/or neglect to civil authorities as required by law.</li><li>· Encourages parent organizations and supports school-sponsored activities.</li><li>· Pursues growth opportunities that enhance professional performance and advance district goals.</li><li>· Strives to develop rapport and serves as a positive role model for others.</li><li>· Performs other specific job-related duties as directed by the board president.</li></ul>	
<b>Abilities Required:</b>	<p>The following personal characteristics and skills are important for the successful performance of assigned duties.</p> <ul style="list-style-type: none"><li>· Acknowledges personal accountability for decisions and conduct.</li></ul>	

- Averts problem situations and intervenes to resolve conflicts.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Skillfully manages individual, group, and organizational interactions.

**Supervisory Responsibility:** Supervises and evaluates the performance of the superintendent and treasurer. Assumes oversight responsibility for the results of duties delegated to the superintendent and treasurer.

**Working Conditions:** To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

The St. Marys City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

**ST. MARYS CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** SUPERINTENDENT

**File 102**

**Reports to:** St. Marys City School District Board of Education

**Job Objective:** Administers the planning, delivery, assessment, and ongoing improvement of district operations. Serves as the board's professional adviser.

**Minimum Qualifications:**

- Valid state department of education superintendent's license/certificate. Academic preparation and work experience in educational administration, curriculum and instruction, and school finance.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technology and other workplace innovations that support job functions.
- Successful teaching and administrative experience.
- Effective organizational planning and project management skills.

**Essential Functions:** The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Serves as the district's chief executive officer. Uses available resources to provide high-quality educational services. Articulates a clear philosophy and shared vision of learning.
- Advances the professional image of the school district. Maintains open/effective communications.
- Promotes the district's mission, philosophy, and vision.
- Builds internal/external partnerships that enhance district services and student learning.
- Understands and follows the district's organizational chart.
- Analyzes data to improve school operations. Monitors community demographics, resources, and emerging trends. Develops and implements the district's strategic plan.
- Prepares board meeting agendas. Evaluates the on-going relevance of board policies. Provides recommendations on all issues considered by the board.
- Develops and updates administrative procedures. Uses personal discretion to address situations not covered by board policy or administrative procedures.
- Serves as an information resource. Keeps stakeholders informed about emerging issues.
- Cultivates community relations that promote a strong commitment of support for the school district.
- Maintains visibility at school and community activities.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Assists with the development of the annual budget and appropriation measures. Authorizes the purchase of equipment, supplies, and services that are appropriate for the purposes and needs of the school system.
- Manages human resource functions. Administers employment contracts, demotions, transfers, non-renewals and termination processes. Formulates salary schedules and benefit packages. Directs negotiation processes with employee bargaining units.
- Administers the instructional program. Promotes academic excellence in a nurturing environment. Directs the development, assessment, and revision of curriculum guides and courses of study. Manages the planning process to select instructional materials and equipment.
- Participates in professional development activities to keep informed about current educational practices and trends.
- Promotes program innovations. Pursues funding opportunities. Prepares grant/foundation applications. Implements funded proposals and complies with reporting requirements.
- Provides guidance, communicates expectations, and shows an interest in student progress.
- Promotes professionalism. Implements assessment programs to measure staff performance. Directs the planning and delivery of effective staff development programs.
- Participates in strategic planning activities to ensure that adequate financial resources and facilities are provided to achieve short/long-range objectives. Oversees an ongoing program to protect and maintain district resources (e.g., buildings, grounds, equipment, etc.).
- Enforces applicable local, state, and federal laws. Maintains effective relationships with community services (e.g., legal, health, welfare, etc.). Responds to emergencies as needed.

- Oversees emergency preparedness/crisis management activities (e.g., fire, weather, security, etc.).
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Oversees the provision of effective transportation and food service programs.
- Manages the accurate and timely completion of paperwork, reports, records, and inventories.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed by the board of education.

**Abilities  
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Averts problem situations and intervenes to resolve conflicts.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Skillfully manages individual, group, and organizational interactions.

**Supervisory  
Responsibility:**

Supervises and evaluates staff as authorized by board policy, administrative guidelines, and contractual agreements. Assumes responsibility for the results of duties delegated to staff.

**Working  
Conditions:**

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the St. Marys City School District Board of Education.

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**ST. MARYS CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:**                   **TREASURER**

**File 103**

**Reports to:**           St. Marys City School District Board of Education

**Job Objective:**      Serves as the board's fiscal adviser and secretary to the board of education. Keeps the superintendent and board informed about the district's financial status and emerging issues.

**Minimum Qualifications:**

- Bachelor's degree in accounting or alternative training/experience that meet state department of education treasurer's license requirements. Obtains a board-approved treasurer's bond.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technology and other workplace innovations that support job functions.
- Experience with governmental fiscal operating procedures.
- Effective organizational planning and project management skills.

**Essential Functions:**      The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Serves as the chief fiscal officer and custodian of district funds. Maintains accurate financial records. Recommends operational improvements that enhance the district's fiscal accountability.
- Participates as an active member of the management team. Upholds board policies and follows administrative guidelines/procedures.
- Advances the professional image of the school district. Maintains open/effective communications.
- Promotes the district's mission, philosophy, and vision.
- Analyzes data to improve school operations. Monitors community demographics, resources, and emerging trends. Helps develop and implement the district's strategic plan.
- Builds internal/external partnerships that enhance district services and student learning.
- Serves as an information resource. Keeps stakeholders informed about emerging issues.
- Cultivates community relations that promote a strong commitment of support for the school district.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Promotes program innovations. Pursues funding opportunities. Prepares grant/foundation applications. Implements funded proposals and complies with reporting requirements.
- Promotes professionalism. Implements assessment programs to measure performance of assigned staff. Oversees the delivery of effective development programs for assigned staff.
- Serves as the board secretary and custodian of the district's policy book. Prepares board minutes. Publishes legal notices. Accepts summons served on the board. Manages board communications.
- Arranges depository contracts with eligible banking institutions. Follows board-approved procedures to achieve a favorable return on investments. Works cooperatively with auditors.
- Collaborates with the board and superintendent to prepare annual appropriation measures. Reviews borrowing needs and administers debt programs.
- Participates in strategic planning activities to ensure that adequate financial resources and facilities are provided to achieve short/long-range objectives. Helps prepare prospectus for bond sales.
- Seeks legal opinions regarding the treasurer's responsibilities as needed.
- Participates in the selection and orientation of treasurer's office staff.
- Assists the board during employee bargaining negotiations.
- Maintains personnel files. Prepares employment contracts. Oversees the preparation of payrolls and all related records (e.g., unemployment, workers compensation, retirement, medical/life insurance, severance pay, etc.).
- Oversees the preparation of authorized salary schedules and wage change notices.
- Prepares revenue projections. Recommends appropriation modifications, transfers, and advances.
- Supervises fiscal control of budgetary accounts. Authorizes purchase orders. Certifies the availability of funds as required by law. Receives invoices. Processes payments. Signs checks.
- Acts as the board's agent for signing authorized contracts.
- Conducts in-service training sessions to update staff on financial accountability procedures.

- Prepares annual financial statements following Other Comprehensive Basis of Accounting (OCBOA).
- Reviews and certifies state department of education financial reports.
- Oversees a perpetual inventory control system for fixed assets. Maintains depreciation schedules.
- Discards archived records following the board-adopted records retention/disposal schedule.
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Upholds applicable local, state, and federal laws. Maintains effective relationships with community services (e.g., legal, health, welfare, etc.). Responds to emergencies as needed.
- Supervises collection, verification, and recording of program information as directed.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed by the board of education.

**Abilities Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Averts problem situations and intervenes to resolve conflicts.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Skillfully manages individual, group, and organizational interactions.

**Supervisory Responsibility:**

Supervises and evaluates staff as authorized by board policy, administrative guidelines, and contractual agreements. Assumes responsibility for the results of duties delegated to staff.

**Working Conditions:**

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.
- Using a computer keyboard and monitor for prolonged periods.

**Performance Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the St. Marys City School District Board of Education.

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