



The School District of Lee County

Job Description

JOB TITLE: Superintendent of Schools

FLSA STATUS:	Exempt	PAY GRADE:	Contract
SALARY SCHEDULE:	Administrator	JOB CODE:	106400
BARGAINING UNIT:	Non-bargaining	DAYS PER YEAR:	Contract
WORKER'S COMP CATEGORY:	9101 - All Other		

MAJOR FUNCTION:

Provide leadership in directing the administrative, instructional, and supportive staff toward planning, developing, and maintaining the best possible education programs and services.

MINIMUM QUALIFICATIONS:

- Master's degree or higher.
- Three (3) years of Highly Effective/Effective public school classroom teaching experience.
- Seven (7) years of progressively responsible public school administrative experience.

Such alternatives to the above qualifications as the Board may find acceptable.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge in administration, supervision, curriculum, business affairs, personnel management, and program evaluation.
- Oral and written communication skills.
- Ability to work with diverse groups of people.
- Knowledge of and experience with industry-standard computer applications.

REPORTS TO: The School Board of Lee County

ESSENTIAL JOB FUNCTIONS:

- Exercise the powers and authority assigned by the Constitution and the laws of Florida and perform such duties and exercises assigned to the Superintendent by law, regulations of the State Board of Education, and the rules and policies of the School Board of Lee County.
- Administer and supervise, directly and indirectly, all programs and services provided by the Board and see that the policies, rules, and directions of the Board are executed.
- Serve as secretary and executive officer of the School Board and advise and counsel with the Board on educational, administrative, and supportive service plans, problems, and needs; recommend to the Board for action such matters as should be acted upon.
- Recommend to the School Board for adoption such rules, policies, and standards as are needed to supplement the regulations of the State Board of



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Education and as, in his/her opinion, will contribute to the more efficient operation of the District.

- Interpret the purposes, actions, and needs of the school system to the Board, staff, students, and public.
- Supervise and maintain a systematic evaluation of the educational, administrative, and supportive service needs in the District and develop a comprehensive annual and long-term plan for meeting those needs.
- Recommend the employment of staff as needed to implement the mission and goals of the School Board and supervise their assessments.
- Supervise the preparation and presentation of the annual budget, reflecting a structure program of action for meeting the needs of the school system as identified in the District's comprehensive educational plan.
- Perform such other tasks and assume such other responsibilities as may be required by the Board pursuant to its authority under law and the regulations of the State Board of Education.

OTHER JOB FUNCTIONS:

- Attend staff meetings and participate in conferences and other trainings to enhance job performance.
- Seek out professional development opportunities and maintain professional licensure and certifications.
- Promote the District's interest in increasing student achievement by working with the educational interests of students in mind at all times.
- Maintain positive communication with colleagues, community members, parents, and students to promote an increase in community engagement in education.
- Support the retention of Highly Effective and Effective employees by exhibiting professionalism and making positive contributions to workplace morale.
- Promote a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.

EXERTION TYPE:

- Light work. Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

OTHER PHYSICAL REQUIREMENTS:

The following selected physical activities are required to perform the essential functions of this position.

The physical requirements of this position. (Please check all boxes that apply)		
Physical Requirement	Description	Percent of Time
<input checked="" type="checkbox"/> Balancing	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed	10%



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	for ordinary locomotion and maintenance of body equilibrium.	
<input checked="" type="checkbox"/> Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	10%
<input checked="" type="checkbox"/> Crawling	Moving about on hands and knees or hands and feet.	10%
<input checked="" type="checkbox"/> Crouching	Bending the body downward and forward by bending leg and spine.	10%
<input checked="" type="checkbox"/> Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	80%
<input checked="" type="checkbox"/> Finger Dexterity	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	90%
<input checked="" type="checkbox"/> Grasping	Applying pressure to an object with the fingers and palm.	10%
<input checked="" type="checkbox"/> Hearing	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
<input checked="" type="checkbox"/> Kneeling	Bending legs at knee to come to a rest on knee or knees.	10%
<input checked="" type="checkbox"/> Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	10%
<input checked="" type="checkbox"/> Pulling	Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.	10%
<input checked="" type="checkbox"/> Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	10%
<input checked="" type="checkbox"/> Reaching	Extending hand(s) and arm(s) in any direction.	10%
<input checked="" type="checkbox"/> Repetitive Motion	Substantial movements (motions) of the wrists, hands, and/or fingers.	80%
<input checked="" type="checkbox"/> Seeing	The ability to perceive the nature of objects by the eye.	100%
<input checked="" type="checkbox"/> Sitting	Particularly for sustained periods of time.	80%
<input checked="" type="checkbox"/> Standing	Particularly for sustained periods of time.	20%
<input checked="" type="checkbox"/> Stooping	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%
<input checked="" type="checkbox"/> Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	80%
<input checked="" type="checkbox"/> Walking	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	20%



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TERMS OF EMPLOYMENT:

Twelve month year. Salary as established by the Board.

JDE NUMBER: S-21.01

BOARD ADOPTION: 4-20-76

REVISIONS: 5-19-87, 2-20-90, 1-22-19

REVIEWED: COMPENSATION & LABOR RELATIONS WILL COMPLETE

Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job related.