



Job Description ADM-001

JOB TITLE:	Superintendent	JOB TYPE:	Management
POSITION REPORTS TO:	School Board	PAY STRUCTURE:	Classified
FLSA Status:	Exempt	ASSIGNMENT PERIOD:	12 Month

Nature & Scope of Position:

Manages all aspects of school administration and provides inspiration, leadership and direction for all school and administrative personnel within the mission statement of Parkview Baptist Church.

Primary Qualifications:

- Education/Certification
 - Master's Degree in Supervision & Administration and an undergraduate degree in Education or equivalent according to job responsibilities listed
 - Must meet all requirements established by the Louisiana State Board of Education
 - Must be a member of a Southern Baptist Convention Church and a local association
- Experience
 - Minimum 3 years of educational administrative experience
 - Minimum 5 years of leadership in an setting
- Special Skills
 - Ability to meet people with ease; ability to write and edit effectively; ability to communicate the written and spoken word with tact, diplomacy, and/or authority when necessary; good organizational skills, well disciplined, able to meet deadlines, self-starter, able to work under the pressure of many priorities and deadlines; ability to work well effectively with volunteers; knowledge of management strategies and techniques; knowledge of long range planning process. Must have highly developed interpersonal skills.
- Physical
 - The employee is occasionally required to stand, walk, sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs, balance, stoop, kneel, crouch or crawl; talk, hear, taste and/or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distant vision, peripheral vision, depth perception and the ability to adjust focus.
- Other
 - This position requires a high degree of professionalism with respect to analytical skills, problem solving techniques oral communications, leadership, delegation, planning/organizing, management skills and quality management techniques. The successful incumbent will exercise extremely sound judgment and will possess the highest level of ethical standards.

Essential Responsibilities:

- Provides direct supervisory guidance to all management personnel within the school.
- Develops and proposes an annual budget to the school board. Implements the annual budget as approved by the school board and serves as one of the primary signatories for all expense checks.
- Attends all school board meetings and select board committee meetings.
- Prepares written monthly and special assignment reports as required by the school board or on an as needed basis. This accountability includes the responsibility of writing an annual report detailing the school's progress during the academic year.
- Ensures the improvement of all academic programs consistent with a college preparatory school by being a progressive agent of educational change and innovation.
- Promotes the continued growth and improvement of extracurricular programs.
- Provides leadership direction to all school personnel to ensure that all programs comply with board policies and state, federal and local laws and regulations.
- Maintains a high level communication profile among the school, church, staff, faculty members, general public and parents.
- Ensures the continued development of spiritual and academic in-service growth for all faculty members.
- Ensures that all accreditation standards are met including curriculum, teacher certification and academic in-service growth.
- Performs all duties in a manner that is consistent with established board policy. In the event of any policy deviation or knowledge of any potentially controversial issues within the school, obtains approval for said deviation or issue from the School Board.
- Ensures that all human resources based activities, including but not limited to, hiring of all school personnel, employee evaluation and other quality of performance issues, are performed in a manner that provides for the accomplishment of short and long range objectives and is within the guidelines established by the School Board.
- Develops short and long range plans for the current and future development of the school
- Serves as the education consultant to the school board by providing information and counsel with respect to all of the school's education problems and procedures and making recommendations based on current trends in education in general and Christian education in particular.
- Ensures that the school is well equipped and supplied to provide a quality educational environment.
- Maintains an active relationship with the Christian School organizations at state, regional and national levels and fosters good relations with Parkview Baptist Church and any other sponsoring church.
- Approves all fund raising activities.
- Provides courteous and prompt service to all internal and external customers. Prioritizes and addresses requests and assignments in a professional manner to develop cooperative relationships and to ensure that customer confidentiality is assured.
- Identifies opportunities and recommends methods to improve service, work processes and financial performance, e.g. expense management. Assists in the implementation of quality improvement initiatives.
- Assists co-workers in the completion of tasks and assignments to ensure continuity of service.
- Performs other services as required.

NOTE: This job description is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. Parkview Baptist School reserves the right to change this description at its discretion.

SIGNATURES:

Supervisor	Date
Employee	Date

This job description was approved by the Parkview Baptist School Board of Directors on: _____.