

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>JOB TITLE:</b>	Superintendent/ Chief Executive Officer	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Board of Trustees	<b>PAY GRADE:</b>	<b>950</b>
<b>DEPT./SCHOOL:</b>	Office of the Superintendent	<b>DATE REVISED:</b>	1/3/12

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**PRIMARY PURPOSE:**

Act as the chief executive administrator of the district responsible for the execution of policies adopted by the local Board of Trustees. Lead all district operations.

**QUALIFICATIONS:**

**Education/Certification:**

Master’s degree in educational administration from an accredited college or university is required  
 Doctorate degree is preferred  
 Valid Texas Superintendent’s certificate

**Special Knowledge/Skills:**

Ability to demonstrate strong internal and external support for Plano ISD  
 Ability to communicate effectively with a variety of audiences  
 Excellent knowledge and understanding of all facets of public school operations, including school law, school finance, and curriculum and instruction.  
 Knowledge and understanding of the change process, organizational development, conflict resolution and facilitation skills  
 Highly effective organizational and consensus building skills  
 Knowledge and understanding of school district policies and procedures  
 Willingness to execute written employment contract with Plano ISD

**Experience:**

At least five years of successful leadership experience in school administration

**MAJOR RESPONSIBILITIES AND DUTIES:**

Encourage campuses and programs to be self-directed and focused on the district’s mission.

Ensure that there is a continuous focus on student growth and learning.

In partnership and collaboration with the Board of Trustees, develop and maintain a strategic plan for the district encompassing the most current community data and educational practices.

Develop annual and five-year action plans in support of the strategic plan.

Keep informed about all aspects of the instructional program.

Recommend and supervise personnel as defined in board policy.

Conduct periodic evaluation of all programs and operations to determine improvements needed.

Promote goal-oriented performance and support for those involved on achieving campus performance objectives (academic excellence indicators ).

Serve as a liaison between the board and staff.

Keep informed of developments in state, federal and local laws and public policy affecting education.

Oversee development of administrative procedures and regulations for the management of school operations.

Ensure district complies with all legal and regulatory requirements.

Ensure that funds are expended in accordance with the approved budget.

Ensure district's fiscal responsibility and good stewardship.

Formulate, with the board, an annual professional development plan and assist the board in designing a process for evaluating superintendent performance.

Pursue and complete appropriate professional development opportunities.

Promote community support and involvement with the schools.

Represent the district in activities involving other school systems, institutions, agencies, and professional or community groups.

Prepare board agendas and meeting materials in cooperation with the board president.

Attend and participate in all board meetings except when excluded from closed meetings, such as when the board wants to discuss privately the superintendent's contract or evaluation.

Keep the board continuously informed on issues, needs and operations of the district.

Recommend policies on organization, finance, instructional programs, student matters, personnel, school plant and other functions of the district.

Exercise discretion and judgment in matters not covered by board policy.

Interpret board policies to the staff and community and implement them accordingly.

Serve as custodian of all board minutes and records.

Communicate with the district's attorney on matters of litigation or potential litigation  
except as otherwise directed by the Board of Trustees.

Follow all rules, regulations, and policies of Plano ISD and follow directives from the Board of Trustees.

Perform other functions that may be assigned by the Board of Trustees.

**SUPERVISORY RESPONSIBILITIES:**

Demonstrate leadership and exercise general supervision over all district schools and operations.

Maintain authority over all employees of the district and over the quality of the programs they are responsible for implementing.

Maintain accountability to the Board of Trustees.

**WORKING CONDITIONS:**

**Mental Demands:**

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress.

**Physical Demands/Environmental Factors:**

Frequent districtwide and occasional statewide travel; occasional prolonged and irregular hours. Frequent standing, stooping, bending, kneeling, pushing and pulling. Occasional lifting up to 50 pounds. Prolonged use of computer and repetitive hand motions.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by

Date

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Reviewed by

Date

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