

CHINO VALLEY UNIFIED SCHOOL DISTRICT

SUPERINTENDENT

**DESCRIPTION OF
POSITION:**

Serves as executive officer of the district and manages daily operation of the district.

**MAJOR DUTIES
AND
RESPONSIBILITIES:**

Serves as the authorized agent of the Board in relationship with other school districts, with other divisions of local, county, or state government, and with professional groups in executing the policies of the Board.

Prepares policy recommendations to the Board.

Makes administrative regulations governing routine matters of the school district to implement adopted policy.

Is responsible for interpretation of school affairs to the public.

Is the professional advisor to the Board.

Reports regularly to the Board regarding educational matters.

Makes financial reports to the Board.

May represent the district in state and regional professional activities.

May attend meetings and conventions as representative of the district.

Keeps annual records and makes annual report on the conditions and progress of the schools.

Keeps other records and makes other reports as the Board may request.

Acts to resolve matters of controversy relating to school affairs.

Assists in policy development.

Performs other duties as assigned.

CREDENTIAL:

Standard or General Administrative Credential.

EDUCATION:

Master's Degree, with graduate study permitting a thorough acquaintance with executive techniques for managing the school district and thorough knowledge of major areas of education.

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EXPERIENCE: Classroom teaching (preferably both elementary and secondary levels).
Administrative experience (preferable both levels).

SUPERVISION: Responsible to Board of Education

Responsible for School Principals, Assistant Superintendents, Directors, and Superintendent's office staff.