

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** District Superintendent

## **GENERAL DESCRIPTION**

Serve as the chief executive officer the School Board of Monroe County Schools District, hereafter “The School Board”, to provide direction and leadership to the school district and its employees, and to promote the image and reputation of the School District of Monroe County.

Act as a proper role model for staff and students both in the school and outside the District.

### **Primary Duties:**

The essential functions of this position within the organization include but are not limited to the following:

Keep the School Board informed with respect to matters affecting school operations and provide the School Board with information, guidance, and support necessary to formulate policy.

Provide that all aspects of District operation comply with State and Federal laws and regulations as well as School Board contracts and policies.

Provide leadership for the development, implementation, and assessment of the Strategic Plan vision, mission, and initiatives.

Establish and implement a written educational plan for the schools of the District consistent with the educational goals adopted by the School Board.

Provide for the recruitment, selection, and development of District staff in the attainment of the District's goals.

Recommend changes in staffing and instructional program based on analysis of staff and student performance assessment data.

Recommend innovations and strategies to continually improve the educational and operational practices of the District.

Provide effective and demonstrated understanding of the collective bargaining process and effective employee relations;

Promote the efficient and effective use of District resources in the daily operations of the schools.

Work constructively with the School Board, leadership team, and District staff in pursuit of established educational and operational goals and objectives.

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Communicate effectively with parents, citizens, and community groups; secure their input, involvement, and support for school programs and initiatives.

Maintain the highest standards of personal conduct, professional practice, administrative effectiveness, and financial responsibility of the District.

Perform such other duties as prescribed by law or by rules of the State Board of Education.

**Other Professional Expectations:**

Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings.

Instill in students and staff the belief in ethical principles and democratic values.

Perform other such duties as prescribed by law or by rules of the State Board of Education.

Able to access all areas of District facilities, including maintenance, operations, and classroom and office areas.

Strong communication and interpersonal skills.

Able to present information to individuals, small groups, and large groups in a clear and compelling manner.

Able to work successfully with students, parents, teachers, administrators, and the community.

Suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies.

Suited for situations that require the ability to interact well with other people, but also the ability to work independently.

**The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.**

**Additional Working Conditions:**

Frequent travel and/or evening/weekend work.

Occasional exposure to blood, bodily fluids, and tissue.

Occasional operation of a vehicle under inclement weather conditions.

Occasional interaction among unruly children.

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## **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to perform other such duties as prescribed by law or by rules of the State Board of Education.

## **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

### **Data Responsibility:**

*“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.

### **People Responsibility:**

*“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Negotiates or exchanges ideas, information, and opinions with others to formulate policies and programs, or arrive jointly at decisions, conclusions, or solutions.

Good health, high moral character, and good attendance record.

### **Assets Responsibility:**

*“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving widespread economies and/or preventing losses through the management of a department that has an organization-wide impact or significant impact on the general population.

### **Mathematical Requirement:**

*“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

## **Communications Requirements:**

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*“Communications” involves the ability to read, write, and speak.*

Reads and interprets highly complex professional materials involving abstract theories and concepts; writes for professional publications; develops and presents papers at professional conferences.

## **Complexity of Work:**

*“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs complex work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention to detail for accurate results; and involves frequent exposure to unusual pressure.

## **Impact of Decisions:**

*“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with extremely serious impact - affects entire organization and impacts other activities/organizations and the general public; where loss of life and/or damage is highly likely.

## **Equipment Usage:**

*“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

*Establishes methods and procedures for acquiring and handling machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items.*

## **Safety of Others:**

*“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires management level responsibility for application and interpretation of the policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

### **Education Requirements:**

*“Education Requirements” refers to job specific training and education required for entry into the position.*

A Master’s degree or higher. Doctoral degree highly preferred (from an accredited college or university).

### **Licenses Certifications Registrations Required:**

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“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Holds or must obtain within one year of employment appropriate State of Florida professional certification as required and applicable (Florida Certificate in Educational Leadership, Administration and Supervision, or documented completion of the Florida Superintendents Special Certification Program).

## **Experience Requirements:**

*“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

A minimum of 10 years of progressively responsible work experience in organizational leadership and increasing accountability involving schools, public agencies, or private businesses.

Broad knowledge in all areas of school administration and Florida School Law.

Proven ability to drive continuous improvement through systematic approaches, quality management frameworks, and innovative problem-solving techniques

Demonstrated high level proficiency in oral and written communication.

Demonstrated proficiency in computer skills and knowledge of applications necessary to access timely and relevant information and be able to disseminate same.

Demonstrated ability to work with diverse groups of people.

Demonstrated experience with industry-standard computer applications.

Demonstrated outward expressions of outstanding leadership ability and integrity.

\*A comparable amount of training, education or experience can be substituted for the minimum qualifications.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

### **Physical Demands:**

*“Physical Demands” refers to the requirements for physical exertion and coordination movement.*

Medium Work: Exerting up to 50 pounds of force occasionally and/or 20 pounds of free flexibility.

### **Unavoidable Hazards:**

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*“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

**Sensory Requirements:**

*“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

**American With Disabilities Act Compliance:**

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Term of Employment:**

Up to a 3-year contract

**Reports To:**

Monroe County Schools District's School Board

**Supervises:**

All employees of the Monroe County Schools District

PAY GRADE: From: SUP To:

Exempt

Number of Months: 12 Number of Days: 254 Hours: 8.0

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Board Approved 3/25/2025