

**Carlisle County Schools**  
**Job Description**  
**Superintendent**

An individual serving as a superintendent must hold a valid Kentucky certification for the position. It is the individual's responsibility to maintain certification. The superintendent reports to the school board.

The job goal is to implement instruction and programs approved by the Board of Education in a manner which results in measurable improvement in student academic achievement.

**PERFORMANCE RESPONSIBILITIES:**

Adheres to the professional Code of Ethics adopted by the Education Professional Standards Board and the Carlisle County Certified Evaluation Plan. Carlisle County Employee Handbook summarizes most legal responsibilities.

Attends and participates in all meetings of the Board except when superintendent's employment or salary is under consideration.

Advises the Board on the need for new/revised policies and monitor the implementation of Board policy.

Prepares and submits to the Board recommendations relative to all matters requiring Board action.

Communicates effectively with the Board concerning all programs under the Board's authority.

Leads in the development of instructional planning and implementation based on data driven decisions utilizing best practices and researched based methods to increase student achievement.

Ensures required reporting is made entities such as KDE on a timely basis.

Promotes a positive school climate both internally and externally. Information is maintained on school website, Infinite Campus, newsletters, meetings, press releases or other means to keep students, parents, and community informed about school activities, performances, and policies.

Manages all resources of the district including personnel, finances, facilities to promote student achievement.

Maintains professional growth through conference attendance, professional readings, and Individualized Growth Plan.

Works collaboratively with district personnel, community, other professional organizations and other stakeholders for the purpose of improving student achievement.

Takes all necessary and reasonable precautions to ensure the safety of students and staff.

Demonstrates effective interpersonal and communication skills, with students, parents, and staff.

Demonstrates regular attendance and punctuality.

Performs other duties consistent with the position as may be requested by the Board.