



Rankin County School District

TRADITION OF EXCELLENCE

BRANDON FLORENCE McLAURIN NORTHWEST PELAHATCHIE PISGAH PUCKETT RICHLAND

Superintendent Position Announcement

The Rankin County School District is accepting resumés for candidates interested in the position of Superintendent for the 2021-2022 school year. The selected candidate will begin in the role of RCSD Superintendent on January 1, 2022. A formal letter of interest and resumé (to include work history, education, certifications, and current school/district accountability rating as applies) may be emailed to: rcsd-superintendentapp@rcsd.ms

These two requested documents should be emailed on or before October 23, 2021. The Rankin County School District is an equal opportunity employer. See job description below.

Job description for:	Superintendent
Reports to:	Rankin County School District Board of Education
Supervises:	All administrative and supervisory personnel of the district
Overtime status:	Compliant with position, salary and FLSA regulations

Job purpose:

In keeping a tradition of excellence, the purpose of this position is to serve as chief executive officer of the Rankin County School District Board of Education by providing leadership in developing and maintaining the best possible educational programs and services. Further, the RCSD Superintendent is expected to inspire, lead, guide, and direct members of the administrative, instructional, and support services teams in setting and achieving the highest standards of excellence, in keeping our tradition of excellence, so that each individual student in our district may be provided with a complete, valuable, meaningful, and personally rewarding education. The RCSD Superintendent is responsible for the general duties of the superintendent as prescribed by law in Mississippi Code Ann. §37-9-14 and is expected to administer the schools and departments within the district, perform such duties as required by law, and implement the decisions of the RCSD School Board.

Duties and responsibilities:

- Attend and participate in all meetings of the Board except when own employment or salary is under consideration
- Advise the Board on the need of new and/or revised policies and see that all policies of the Board are implemented
- Prepare and submit to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary helpful facts, information, and reports as are needed to insure the making of informed decisions
- Inform and advise the Board about the programs, practices, and challenges of the schools, and keep the Board informed of the activities operating under the Board's authority
- Secure, nominate for employment, and assign the duties of the best qualified and most competent teachers and supervisory and administrative personnel
- Assign, transfer, and recommend for dismissal employees as the interest of the district may dictate, and report such action to the Board for information and record
- Represent the Board as liaison between the school district and the community
- Establish and maintain a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the schools and the community
- Recommend policies on organization, finance, instruction, school plant, and all other functions of the school program
- Recommend to the Board sales of all property no longer required by the Board, and supervise the proper execution of such sales
- Administer as chief school executive, and development and maintenance of a positive education program designed to meet the needs of the community and to carry out the policies of the Board
- Confer periodically with professional and lay groups concerning the school program, and transmit to the Board suggestions gained from such conferences
- Conduct a periodic audit of the total school program, and advise the Board on recommendations for the educational advancement of the schools
- Attend, or delegate a representative to attend meetings of municipal agencies at which matters pertaining to the public schools appear on the agenda or are expected to be raised
- Interpret for the staff and implement all Board policies and all state laws relevant to education
- Supervise, either directly or through delegation, all activities of the school system according to the policies of the Board
- Assume responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submit it to the Board for review and approval
- Maintain directly or through delegation such personnel records, pupil accounting records, business records, and other records which are required by law and board policy
- Maintain directly or through delegation curricular programs, resources, effective training, and implementation

- Maintain directly or through delegation the quality of instruction with oversight of instructional support programs as required by the State Board of Education, and in compliance with the reference and use of textbooks or other instructional resources
- Maintain directly or through delegation the athletic programs and support services
- Maintain directly or through delegation facility and daily operation
- Provide leadership and routine progress reports in order to meet, with high expectations, district and school measurable goals set in the district's short-term and long-term strategic plans
- Provide a quality control element for local schools/departments as they develop their annual strategic plan as an effort toward overall school and district improvement and by conducting best practice observations at each school/department assigned
- Analyze and monitor data and use it to drive continuous improvement
- Be accountability driven
- Keep current with educational trends, literature, and developments in the field of education from international, national, state, and local perspectives
- Evaluate assistant superintendents annually
- Possess a high degree of conflict management skill and ability to utilize effective problem-solving strategies
- Deal sensitively and fairly with persons from diverse cultural backgrounds
- Update district policies in all areas as warranted and communicate changes to district personnel
- Participate in and supervise the planning, scheduling, coordination and implementation of district professional development, convocations, academic competitions, contests, etc.
- Administer oaths in all cases to persons testifying relative to disputes relating to schools submitted for determination, and to take testimony in such cases as provided by law
- Oversee preparation and dissemination of the district student handbook and discipline policies and procedures
- Attend professional development and training sessions as needed to remain current in all areas of assigned responsibility
- Preserve all reports for retention records as required by law
- Demonstrate behavior that is professional, ethical, responsible, and serve as a role model for all district staff
- Maintain and accept responsibility for any district owned fixed asset item assigned to employee and ensure appropriate use by following district policies for acceptable use
- Undergo annual evaluation according to state law
- Maintain confidentiality
- Regular, dependable, in person, and punctual attendance is an essential function
- Read, understand, and abide by Employee Conduct Policy, GAB, all other district policies, and applicable procedures and protocols as established by RCSD, and Mississippi Educator Code of Conduct, and state and federal laws pertaining to the field of education
- Perform such other and not specifically enumerated duties as may be requested by the Board of Education or established by district policy, state or federal law

Qualifications:

Education Level: Educational Specialist or Doctorate Degree is preferred; Master-level degree is the minimum requirement.

Certification: Valid educator license issued by the MS Department of Education with administrative endorsement

Other Requirements: Minimum of 6 years total documented successful classroom and administrative (minimum of 3 in administration experience) in an “A or B” school/district (as applies to position held), in a school that increased its accountability rating by a letter grade during the period in which the principal was employed as principal at the school, or candidate has served within the last 5 years as an assistant superintendent or superintendent with other qualifications and considerations as defined in MS code § 37-9-13

General:

- Demonstrate strong collaborative and positive leadership
- Possess high moral and ethical standards of conduct
- Ability to make difficult decisions
- Possess strong communication, collaborative, and interpersonal skills
- Demonstrate excellent communication and interpersonal skills using tact, patience, and courtesy with all stakeholders
- Possess an understanding of federal and state legislation and district policies related to accreditation and accountability, academic content, achievement standards, instructional support programs and activities, etc.
- Possess a high level of self-confidence, initiative, self-direction, motivation, innovation and creativity
- Effective communication skills to include verbal, written, electronic and recordkeeping
- Experience with improvement results in leadership and management to include district/school/program implementation
- Experience in monitoring programs to ensure fidelity in practice and ensure continuous improvement
- Experience in data collection, evaluation, and analysis
- Experience in using data to track trends, predict future conditions, and adjust practices in order to meet goals
- Experience to include staffing, budget, and resource management and allocation
- Experience with strategic planning and the oversight of its successful implementation
- Familiarity with the changing political and legal dimensions of education specifically in Mississippi

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk, see, and hear. The employee is frequently required to stand, walk, sit, use hands for fine manipulation, handle or feel and reach with hands and arms using equipment such as a keyboard and video display terminal. The employee is occasionally required to stoop, kneel, reach, crouch or crawl. The employee must regularly lift and move up to 35 pounds and occasionally up to 75 pounds. Specific vision abilities required by this job include close vision.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is not just a standard office setting; but rather encompasses the entire active school/district campus both inside and outside the facilities. The noise level in the work environment is usually low to moderate and occasionally high.

Note: This is not necessarily an all-inclusive or exhaustive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school board may add to, modify or delete any aspect of this job at any time as it deems advisable.

Terms of Employment:

Salary, days, and work year as established by the Rankin County Board of Education

Evaluation:

Performance of this job will be evaluated in accordance with the provisions of the Rankin County School Board policy on Evaluation of Employees.

Reviewed/agreed to by: _____ **Date:** _____
(Superintendent)

Reviewed/agreed to by: _____ **Date:** _____
(RCSD Board of Education President)