



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## HR DEPARTMENT

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<b>Position Title:</b>	Superintendent	<b>Location:</b>	Superintendent Office
<b>Reports To:</b>	School District Governing Board	<b>Supervises:</b>	District Personnel
<b>Classification:</b>	Certified	<b>Status:</b>	Full-time
<b>FLSA Status:</b>	Exempt	<b>Benefit Eligible:</b>	Yes
<b>Work Year:</b>	261 days / 12 months	<b>Salary:</b>	See <a href="http://lhusd.org">lhusd.org</a> website

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### Qualifications

- Appropriate Administrator's Certificate as required by the State of Arizona.
- A minimum of five years of successful administrative experience in public schools preferred.
- Graduate study beyond the Master's Degree with significant specialization in the field of Educational Administration.
- A minimum of five years of successful teaching experience in public schools preferred.

### Function

- Chief Executive Officer of the School District and primary advisor to the Governing Board.
- The Superintendent has the responsibility to oversee the development of the total educational program and all other activities which impact on that program.

### Responsibilities and Requirements

#### LEADERSHIP-INSTRUCTIONAL

- Oversees the establishment of procedures for the development, coordination, articulation and evaluation of educational programs.
- Oversees the establishment of Staff Development programs which focus on instructional excellence.
- Oversees the procedures employed for developing and implementation educational programs reflect needs of students in the community, as well as the latest educational research.
- Coordinates and interprets the district's educational goals to school personnel and to the community.
- Assures that the prescribed curriculum is implemented with resources in accordance with Board policies, state statutes and regulations.

#### LEADERSHIP-DISTRICT

- Demonstrates strong oral and written communication skills with the ability to inspire and motivate a wide variety of stakeholders.
- Understands the importance of Data Governance and the role it plays in a school district; working knowledge of technology as it pertains to education, social media and web based applications.
- Provides visionary, innovative leadership.
- Highly visible and approachable; actively participates in school and community events.
- Promotes and models lifelong learning.
- High ethical standards; ability to build a culture of trust and respect with students, staff and Board.
- Ability to effectively manage fiscal resources.

#### PERSONNEL RELATIONSHIPS

- Oversees the development and implementation of sound personnel policies and regulations.
- Oversees establishment of procedures for recruitment and employment of the best available personnel.
- Oversees the establishment of procedures for the evaluation of all employees of the district.
- Oversees the establishment of procedures for the participation of staff in policy and regulation development.
- Works positively towards improved staff morale and loyalty to the district.
- Oversees the establishment of procedures for the development of salary schedules for all personnel.
- Oversees the establishment of procedures for the assignment, promotion, demotion, transfer, discipline and discharge of employees.
- Coordinates the establishments of procedures for the determination of positions required to provide proper personnel for the operation of all programs.
- Ensures that all personnel are treated fairly, without favoritism or discrimination, while insisting on the performance of duties.
- Oversees the establishment of procedures for meeting and conferring with the employee organization(s) and carrying out the will of the Board.
- Interprets for the staff and implements all Board policies and all state laws relevant to education.
- Summons employees of the district to attend such regular and occasional meetings as are necessary to carry out the educational program of the district.



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### **COMMUNITY/PUBLIC RELATIONS**

- Involves him/herself in community affairs and cultivates respect and support in the community.
- Establishes friendly and cooperative relationships with news media.
- Effectively acts as the District's ambassador to the public communicating the activities, needs and successes of the district.
- Advocates for continued collaboration with ASU-Colleges at Lake Havasu and Mohave Community College.
- Advocates for a continued partnership with the city of Lake Havasu.
- Ensures effective participation in interactions with other public and private agencies.

### **EFFECTIVE RELATIONSHIP WITH GOVERNING BOARD**

- Keeps the board informed on issues, needs and operation of the school system.
- Advises the Board on items requiring action with appropriate recommendations based on thorough study and analysis.
- Interprets and executes the intent of Board policy.
- Supports Board policy and actions to the public and staff.
- Attends and participates in all meetings of the Board.
- Assumes responsibility for maintaining liaison between the Board and personnel.
- Communicates with Board members when an honest, objective difference of opinion exists between the Directors and Board members in an effort to resolve differences.
- Bases his/her position with regard to matters discussed by the Board upon principle and is willing to maintain that position without regard for its popularity until an official position has been reached, after which time he/she supports the Board position.

### **BUSINESS/FINANCE**

- Oversees the business operations.
- Oversees the preparation and presentation to the Board of an annual budget proposal.
- Oversees budget expenditures and insures that all expenditures are kept within legal limits.
- Oversees the provision of periodic financial reports outlining the financial condition of the school district.
- Oversees the efficient purchasing of supplies and equipment through a systematic review and approval process for district expenditures.

### **PROFESSIONAL DEVELOPMENT**

- Attends such conferences, conventions, and seminars as are necessary to keep abreast of current educational development.
- Work with the Governing Board in ensuring appropriate professional development for the Board and its administrative team.

### **SCHOOL PLANT**

- Oversees the establishment of long range planning for school plant facilities and the presentation of such plans to the Governing Board.
- Oversee the total operation of all district facilities, buildings, and grounds.
- Oversee and monitor all intergovernmental agreements between the Governing Board and such governmental entities, ensuring that the best interest of the district is protected.

### **Physical Demands and Work Environment**

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 25 pounds.

### **Other Information:**

- Must be able to pass a fingerprint clearance and background check

### **EEOC**

*Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.*

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This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.