SUPERINTENDENT OF SCHOOLS

JOB DESCRIPTION

# FLSA Status:

Exempt

**COMPENSATION:**

# 12 months- Salary to be established by the board

# MINIMUM QUALIFICATIONS:

* (Master's degree or higher from an accredited educational institution, education-related degree
* An active FLDOE professional certification in the school principal's subject area. FADSS Superintendent Certification preferred.
* Demonstrated ability to lead and manage multiple schools within a network
* Strong central office experience combined with a background with a minimum of ten (10) years of experience in instructional leadership with at least five (5) years of successful leadership in an executive leadership role.
* Knowledge of federal legislation and Florida Statutes as they apply to charter schools, including the Florida Education Finance Program (FEFP), budgeting, fiscal planning, the Florida Administrative Procedures Act, the Sunshine Law, and Florida assessment and accountability

# REPORTS TO:

# Board of Trustees

**JOB GOAL:**

This position aims to be the Superintendent of and provide leadership for the Lake Wales Charter Schools (the “System”) operations and the delivery of all services to facilitate the best possible educational programs throughout the System.

**SUPERVISES:**

**Principals and Senior Leadership Team**

# PERFORMANCE RESPONSIBILITIES:

**1. Primary Activities**  
The Superintendent shall possess the following powers and be charged with the following duties:

* 1. To be the chief executive officer of the system, with the right to speak on all matters before the Board, but not to vote
  2. To enforce all provisions of law and all rules and regulations relating to the management of the schools and other educational, social, and recreational activities under the direction of the Board.

**2**. **Responsibilities**

* 1. Keep the Board informed of the condition of the system’s educational system; assure effective communication between the Board and the staff of the school system. Relay all communications by the Board regarding personnel to LWCS employees and receive from all school personnel any communications directed to the Board.
  2. Prepare the agenda for Board meetings, in consultation with the President of the Board. Prepare and submit recommendations to the Board relative to all matters requiring board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to ensure the making of informed decisions.
  3. Submit to the Board a clear and detailed explanation of any proposed procedure that would involve either a departure from established policy or the expenditure of substantial sums.
  4. Develop and recommend to the Board objectives of the educational system; see to the development of internal objectives which support those of the Board.
  5. Develop and recommend to the Board long-range plans consistent with population trends, cultural needs, and the appropriate use of LWCS facilities, and see to the development of long-range plans which are consistent with Board objectives.
  6. See to the development of specific administrative procedures and programs to implement the intent established by Board policies, directives, and formal actions.
  7. See to the execution of all decisions of the Board.
  8. See that sound plans of organization, educational programs, and services are developed and maintained for the Board.
  9. Maintain adequate records for the schools, including a system of financial accounts, business and property records, personnel records, school population, and scholastic records. Act as custodian of such records and all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.
  10. Be directly responsible for news releases and/or other items of public interest emanating from all LWCS employees which pertain to education matters, policies, procedures, school-related incidents, or events. Approve media interviews of this nature with LWCS employees.
  11. Provide for the optimum use of the staff of the District. See that the District is staffed with competent people who are delegated authority commensurate with their responsibilities. Define the duties of all personnel.
  12. See that appropriate in-service training is conducted. Summon employees of the District to attend such regular and occasional meetings as are necessary to carry out the educational programs of the District.
  13. Prior to action by the Board, recommend the appointment, discipline, or termination of employment of the administrators of the District.
  14. Prior to action by the Board, recommend the appointment of the School Principals
  15. See to the development throughout the system of high standards of performance in educational achievement, use and development of personnel, public responsibility, and operating efficiency.
  16. See that the development, authorization, and maintenance of an appropriate budgetary procedure are properly administered.
  17. See that all funds, physical assets, and other property of the system are appropriately safeguarded and administered.
  18. Establish and maintain liaison with community groups that are interested or involved in the educational programs of the LWCS.
  19. Establish and maintain liaison with other school districts, the State Education Department, colleges and universities, and the U.S. Department of Education.
  20. Act on own discretion in cases where action is necessary on any matter not covered by Board policy or directive. Report such action to the Board as soon as practicable and recommend a policy in order to provide guidance in the future.

**3. Primary Relationships**  
The superintendent observes and conducts the following relationships:

* 1. ***Board of Trustees*** 
     1. As chief executive officer, be accountable to the Board of Trustees, as a Board, for the administration of the educational system and for the interpretation and fulfillment of the aforesaid functions, primary activities, and responsibilities.
     2. Attend, or have a representative attend, all meetings of the Board.
     3. Represent the system as the chief executive officer in dealings with other school systems, professional organizations, business firms, agencies of government, and the general public.
     4. Report directly to the Board of Trustees, as a Board, and as required to all appropriate governmental agencies.
     5. Act as reference agent for problems brought to the Board.
     6. Work with the Board of Trustees to develop appropriate programs and policies, upon either the recommendation of the superintendent or the initiative of the Board of Education.
  2. ***Administrators***
     1. Directly oversee the work of other central office personnel.
     2. Hold regular meetings with Building Principals, Coordinators/Directors, and all other administrators to discuss progress and educational problems facing the system.
     3. Direct the operations and activities of administrators; see that they effectively guide and coordinate the operations and activities of the educational system; secure their assistance in formulating internal objectives, plans, and programs; evaluate their job performance; and stand ready at all times to render them advice and support.
     4. Approve the vacation schedules for administrators, and be personally responsible for all evaluations of administrators.
  3. ***Others***
     1. Work with other Board employees and advisors, including auditors, architects, attorneys, consultants, and contractors.
     2. Hold such meetings with teachers and other employees as are necessary for the discussion of matters concerning the improvements and welfare of the schools.
     3. Attend, or delegate a representative to attend, all meetings of municipal agencies or governmental bodies at which matters pertaining to the LWCS appear on the agenda.
     4. Represent LWCS before the public, and maintain, through cooperative leadership, both within and outside the system, such a program of public relations as may keep the public informed as to the activities, needs, and successes of the system.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Sitting for an extended period of time

• Lifting, carrying, pushing, pulling 35 pounds

• Ability to kneel, crouch, bend, and reach to retrieve and handle technology materials, supplies, and equipment

• Moving fingers and hands in a repetitive manner

• Ability to speak clearly and distinctly when communicating

• Hearing clearly

• Adequate vision to perform duties

**ADOPTED: 2/25/2025**