



da Vinci Schools Job Description

Job Title: Superintendent
Reports To: Board of Directors
Employed By: Board of Directors
Location: Jackson, MI
Employment Type: Professional/At-Will/Exempt

JOB SUMMARY

Responsible for the School, including academic, curricular, maintenance, governmental and authorizer compliance, negotiations with all third-party contracts, and overseeing staff assigned to the school. The Superintendent must possess strong leadership, organizational, and technology skills, and work collaboratively with the Board of Directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Responsible for the leadership of the school.
2. Oversee the academic program, ensuring successful achievement of the school's mission, objectives, and educational goals.
3. Work collaboratively with the Leadership Teams to make decisions informed by multiple perspectives.
4. Provide leadership in developing, implementing, monitoring, and evaluating the school's plan of action within a continuous improvement process.
5. Adhere to and comply with all HR policies, regulations, and operating procedures.
6. Provide regular reporting to the Board of Directors.
7. Manage the facilities in support of safety and learning.
8. Maintain a positive and collaborative relationship with the authorizer.
9. Establish short-term and long-term goals and strategies in alignment with the mission and vision of the school.
10. Recruit and hire staff.
11. Lead, develop, and maintain a curriculum with high standards in compliance with state and federal law.
12. Develop a positive school climate and culture that promotes appropriate student discipline, rapport with teachers, and support of parents.
13. Manage sound fiscal policies, including developing and implementing budgets.
14. Implement policies and procedures established with the Board of Directors and ensure full reporting compliance.
15. Secure and sustain parent and community involvement.
16. Articulate school vision and brand for recruitment.
17. Act as a liaison to various community programs.
18. Perform other duties as assigned by the Board of Directors.

SUPERVISORY RESPONSIBILITIES

Supervise, train, and evaluate all administrative staff assigned to work at the school.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are a representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- **Education and Experience:**
 - o Possess a Master's in Educational Administration or a related field.
 - o Must have 5+ years of administrative experience.
 - o A strong understanding of the middle and early college model.
 - o Extensive knowledge of curriculum and instruction.
 - o Knowledge of data analysis and statistics.
 - o Familiarity with school fiscal management, including budget development and administration, state and federal grants, and other funding streams.
 - o Knowledge of developmentally appropriate practices for kindergarten through twelfth graders.
- **Certifications and Licenses:**
 - o Must hold a valid Michigan Administrator Certificate or be eligible to receive one within the permitted time frame; all administrators or other person whose primary responsibility is administering instructional programs or as a chief business official shall meet the certification and continuing education requirements as described in MCL 380.1246
- **Knowledge, Skills, and Abilities:**
 - o Possesses a positive attitude and shows flexibility with a willingness to change.
 - o Successfully organizes, executes, and follows up on projects.
 - o Inspires others and sets an example of professionalism.
 - o Serves as a role model of strong written/oral communication and time management skills.
 - o Ability to understand the meaning of words and articulate effective responses.
 - o Ability to perform basic mathematical calculations (add, subtract, multiply, divide).
- **Physical Requirements**
 - o Job requires extended use of a computer.
 - o Ability to sit, stand, walk, speak, and listen.
- **Criminal Background Check**
 - o Must satisfactorily meet criminal background requirements as outlined in the Michigan Safety Legislation.

<p>Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or</p>

conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.