



Lansing Unified School District 469

200 East Mary Street
Lansing, Kansas 66043
913-727-1100 www.usd469.net

Job Title: Superintendent of

Schools

Reports to: Board of Education

Purposes and Objectives of the Position:

The Superintendent of Schools provides leadership to coordinate and supervise the effective operation of the school district to provide all students with the scholastic, technical, social, and life-long learning skills essential for academic, occupational, and personal success as productive citizens. To accomplish these tasks, the Superintendent works closely with the community, staff, administration, and Board of Education of USD 469.

Qualifications:

- Minimum, a Master's degree from an accredited college/ university, plus additional graduate hours.
- Three years school administration experience.
- Must have a valid Kansas District Leadership License.
- Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
- Desire to continue career improvement.

Specific Duties and Requirements:

- Support the philosophy and mission of USD 469.
- The Superintendent of Schools is the Chief Executive Officer of the Board in charge and in control of the public schools of the district subject to policies, rules, regulations, orders, and bylaws of the Board of Education and Kansas State statutes.
- Performs complex and responsible duties in providing general supervision of all district certified staff.
- Establish an optimum learning environment within the district.
- Ensure that all school programs and activities conform to federal, state, and district guidelines.
- Communicate effectively with members of the school district and community.
- Work effectively with community organizations.
- React to change productively and handle other tasks as assigned.
- Support the value of an education.

Physical Requirements / Environmental Conditions

- Must work in noisy and crowded environments.

General Responsibilities

- Oversee the general operation of the school district.
- Administer the policies, rules, and regulations of the Board of Education.
- Provide leadership, information, and recommendations to assist the Board of Education

The district reserves the right to modify job duties or job descriptions at any time.

USD 469 Board of Education Policies

Knowledge, Skills, and Abilities Required:

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board of Education's policy on evaluation of certified personnel and in the Negotiated Agreement. The qualifications and expectations set forth in this job description are to be read and interpreted in concert with the Negotiated Agreement.