



**Pro-Vision Educational Services Charter School District**  
 2656 South Loop West, Suite 650 • Houston, Texas 77054  
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<b>Job Title:</b>	Superintendent of Schools	<b>Immediate Supervisor:</b>	Board of Education
<b>Salary Range:</b>	\$125,000 - \$160,000/ Negotiable	<b>Contract Length:</b>	228 days

**Job Description:**

The Superintendent shall be the chief administrative officer for the District responsible for the effective operation of the District; for the general administration of all instructional, business or other operations of the District; and for advising and making recommendations to the Board of Education on such activities. The Superintendent shall perform all the duties and accept all of the responsibilities usually required of a Superintendent as prescribed by the Education Laws of the state of Texas, the rules and regulations of the Texas Education Agency and Commissioner of Education, laws and regulations of the United States, statutes of Texas, and the policies, rules, and regulations established by the Board of Education.

**1. Primary Activities**

The Superintendent shall possess the following powers and be charged with the following duties:

- A. Possess the right to speak on all matters before the Board, but not to vote.
- B. 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**

- A. Keep the Board informed of the condition of the District'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 district employees and receive from all school personnel any communications directed to the Board.
- B. Prepare the agenda for Board meetings, in consultation with the President of the Board. Prepare and submit recommendations to the Board about all matters requiring board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions.
- C. Submit to the Board a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums.
- D. Develop and recommend to the Board objectives of the educational system; direct the development of internal objectives which support those of the Board.
- E. Develop specific administrative procedures and programs to implement the intent established by Board policies, directives, and formal actions.
- F. Oversee the execution of all decisions of the Board.
- G. Develop sound plans of organization, educational programs, and services and maintained for the Board.

## **2. Responsibilities (continued)**

- I. 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.
- J. Be directly responsible for news releases and other items of public interest emanating from all District employees which pertain to education matters, policies, procedures, school related incidents or events. Approve media interviews of this nature with District employees.
- K. Provide for the optimum use of the staff of the District. Maintain the District staffing with competent people who are delegated authority commensurate with their responsibilities. Define the duties of all personnel.
- L. Ensure that appropriate professional development is conducted for all employees. Summon employees of the District to attend such regular and occasional meetings as are necessary to carry out the educational programs of the District.
- M. Recommend the appointment, discipline or termination of employment of the administrators and teachers of the District to the Board.
- N. Oversee the development throughout the District of high standards of performance in educational achievement, use, and development of personnel, public responsibility, and operating efficiency.
- O. Maintain effective relations with employee organizations, assume ultimate responsibility for collaboration with employees of the District.
- P. Assume responsibility for all funds, physical assets, and other property of the District and assure that they are appropriately safeguarded and administered.
- Q. File, or cause to be filed, all reports, requests and appropriations as required by various governing bodies and Board policies.
- R. Establish and maintain liaison with community groups which are interested or involved in the educational programs of the District.
- S. Establish and maintain liaison with other school districts, Texas Education Agency, colleges and universities, and the U.S. Department of Education.
- T. Act on own discretion in cases where the 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 policy to provide guidance in the future.

### **3. Primary Relationships**

A. The superintendent observes and conducts the following relationships:

*a. Board of Education*

- i. As Superintendent, be accountable to the Board of Education, as a Board, for the administration of the educational system and the interpretation and fulfillment of the functions above, primary activities and responsibilities.
- ii. Attend, or have a representative attend, all meetings of the Board.
- iii. Represent the District as the Superintendent in dealings with other school systems, professional organizations, business firms, agencies of government and the general public.
- iv. Report directly to the Board of Education, as a Board, and as required to all appropriate governmental agencies.
- v. Act as reference agent for problems brought to the Board.
- vi. Work with the Board of Education to develop appropriate programs and policies, upon either the recommendation of the superintendent or the initiative of the Board of Education.

*b. Administrators*

- i. Directly oversee the work of other central office personnel.
- ii. Hold regular meetings with Building Principals, Coordinators/Directors, and all other administrators to discuss progress and educational problems facing the District.
- iii. Direct the operations and activities of administrators; 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.
- iv. Approve the vacation schedules for administrators, and be personally responsible for all evaluations of administrators.

*c. Others*

- i. Work with other Board employees and advisors, including auditors, architects, attorneys, consultants and contractors.
- ii. Hold such meetings with teachers and other employees as is necessary for the discussion of matters concerning the improvements and welfare of the schools. Attend, or delegate a representative to attend, all meetings of municipal agencies or governmental bodies at which matters about the public/charter schools appear on the agenda.

<b>3. Primary Relationships (Continued)</b>
<p>iii. Represent the District before the public, and maintain, through cooperative leadership, both internal and external to the District, such a program of public relations as may keep the public informed as to the activities, needs, and successes of the District.</p> <p>iv. Receive all complaints, comments, concerns and criticisms regarding the operation of the District from the public, employees of the District, students and Board members.</p>
<b>Experience Requirements:</b>
Seven to ten years' experience in school business management or public organization.
<b>Educational Requirements</b>
<p>Education/Certification:</p> <ul style="list-style-type: none"> <li>• Bachelor's degree</li> <li>• Master's degree preferred.</li> <li>• Texas Education Administrator Certificate, Superintendent Certificate</li> </ul>
<b>Other Requirements</b>
<ul style="list-style-type: none"> <li>• Maintains good attendance.</li> <li>• Ability to communicate effectively in both written and oral forms with all levels of management, both internal and external to the district.</li> <li>• Ability to establish and maintain effective working relationships both internal and external to the district.</li> <li>• Exhibits great listening and communication skills.</li> <li>• Is a self-starter and pays attention to detail.</li> <li>• Possesses great integrity and is looked upon as a leader.</li> <li>• Is reliable, punctual, and possesses great time management details (i.e. meets deadlines regularly).</li> <li>• Exhibits the willingness and flexibility to accept change.</li> <li>• Ability to adjust the eye to bring an object into focus; judge distance (close and distant); reach with arms extended and use hands to manipulate the keyboard.</li> <li>• Ability to carry and lift up to 10 pounds, stoop, kneel, crouch, walk, twist, bend, climb and/or be mobile.</li> <li>• Ability to travel through the district and city by means of private or public transportation. If driving personal (or private) vehicle, must possess a valid driver's license and appropriate insurance coverage.</li> </ul>

Pro-Vision Educational Services Charter School District does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, sexual orientation, gender identity, genetic information, or any other class, characteristic or activity protected under state and federal law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.