

JOB TITLE: SUPERINTENDENT - EXECUTIVE OFFICER

REPORTS TO: Multnomah Education Service District Board of Directors

POSITION PURPOSE:

To provide leadership and executive level services to the Board of Directors in various capacities. Responsible for providing leadership for, and general supervision and coordination of, all Multnomah Education Service District (MESD) programs, services and personnel and to directly supervise and coordinate the activities and personnel within the Superintendent's staff per the organizational chart.

NATURE & SCOPE:

This position is subject to board policies, administrative rules and procedures, department regulations and applicable State and Federal statutes. This position carries general administrative authority.

ESSENTIAL LEADERSHIP QUALITIES:

1. Trust: Develop trust among co-workers through honesty and fairness.
2. Communication: Communicate in an inclusive and collaborative manner.
3. Vision: Lead with vision and follow-through.
4. Personal Qualities: Be respectful, caring and courageous.
5. Management Style: Be visible, humble and a team player.
6. Agency-wide perspective: Be involved in, and supportive of continuous overall improvement of MESD.

ESSENTIAL JOB FUNCTIONS:

1. Serve as the Executive Officer of the MESD Board of Directors by:
 - a. Prudently exercising the authority granted in Board Policy as applicable to this role.
 - b. Communicating effectively with the public and staff about matters regarding the Board
 - c. Recommending changes in Board Policy and Procedures as are legally necessary and/or as are in the public interest.
 - d. Recommending to the Board courses of action regarding appropriate matters of interest and concern to the operation of the Board.
 - e. Effectively completing all such special assignments as are made by the Board and as are appropriate to this role, legal and ethical.
2. Serve as the Chief Administrator of MESD by:
 - a. Effectively and efficiently performing all duties specified in Board Policy.
 - b. Recommending to the Board courses of action regarding the operation of programs and services.
 - c. Recommending courses of action regarding development of programs and services.
 - d. Communicating effectively with the public and staff about appropriate matters regarding the development and operation of programs and services.

- e. Monitoring the legislature and serving as liaison therewith, reporting to the Board on legislative matters and making recommendations regarding those issues of special impact on ESD's.
 - f. Willingness to participate, as approved by the Board, in activities of local, regional, State and/or Federal organizations.
 - g. Serving as the liaison with other agencies and boards.
3. Serve as MESD Budget Officer by:
 - a. Effectively and efficiently performing all tasks specified in Board Policy.
 - b. Recommending data to the Board relevant to the setting of Board parameters for the budget.
 - c. Presenting data to the Board regarding long-range fiscal projections (up to three years).
 - d. Communicating effectively with the public about matters relating to the development and adoption of the budget.
 4. Serve as Secretary to the MESD Boundary Board by:
 - a. Prudently exercising the authority granted in Board policy.
 - b. Communicating with all persons directly affected and with the general public regarding the proposed boundary change.
 5. Serve as Executive Officer of the MESD Local Contract Review Board (LCRB) by:
 - a. Prudently exercising the authority granted in LCRB Policy.
 - b. Communicating with affected vendors, local districts and general public regarding changes in the rules, and/or requested exceptions to the rules.
 6. Serve as MESD Clerk by:
 - a. Performing all duties required of this position by law, and specified Board Policy.
 7. Maintain satisfactory attendance record.
 8. Use personal safety techniques to avoid exposure and injury to self, students and other staff.

EDUCATION AND EXPERIENCE:

Masters Degree in Educational Administration; ten years of successful administrative experience, with at least five of those years as a superintendent, deputy superintendent or assistant superintendent. Hold or qualify for Oregon Administrative license with Superintendent endorsement. Education/training and experience in curriculum, instruction, pupil personnel services and public school administration.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.