



JOB DESCRIPTION

JOB TITLE:	Superintendent	DATE:	March 12, 2019
DEPARTMENT:	Education	REPORT TO:	President
STATUS:	Exempt Full-Time		

JOB SUMMARY

Support the president in fulfilling Southern California Conference's vision: "Embracing Community in Christ"; mission: "To exalt Christ by serving its diverse communities through networked and creatively engaged churches and schools"; and values: "1) Integrity with Transparency, 2) Engagement, 3) Stewardship, 4) Unity in Diversity, 5) Relationships & Team". In addition to achieving the mission of the administrative committee "to identify, resource, coach, support, protect, and hold accountable creative leaders who comprise our network."

Provide strategic leadership over the department and the education system from pre-school through twelve-grade school, and oversight of the curriculum implementation and personnel management in all conference-sponsored schools.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Regular attendance

2. Finance:

- a. Coordinate the development of education department and board of education budgets.
- b. Monitor education finances by reviewing monthly financial statements.
- c. Process and/or approve department expenditures.
- d. Process and/or approve payroll advances and substitute teacher reports.
- e. Process teacher billings to schools for conference-employed teachers.
- f. Monitor accounts receivable with schools and assist in keeping all accounts current.

3. Personnel:

- a. Coordinate the processing of teacher applications for positions in the conference.
- b. Prepare teacher contracts for conference-employed teachers.
- c. Review local hire contracts
- d. Coordinate the recruitment of personnel for conference-employed positions.
- e. Assist local principals with applications and resumes for locally employed personnel.
- f. Monitor and coordinate credentials of teachers and principals
- g. Coordinate induction process of new personnel which includes;
 - i. Moving arrangements and approvals
 - ii. Coordinate with human resources office in all medical and benefits packages
 - iii. New personnel orientation pre-week of every school year.

4. Marketing and Promotion:

- a. Meet with conference pastors to promote Seventh-day Adventist (SDA) education

- b. Accept speaking appointments throughout the conference
- c. Encourage principals to submit education articles for conference and union publication

5. General Supervision:

- a. Visit both elementary and secondary classrooms throughout the conference.
- b. Prepare written reports for teachers needing observation
- c. Share with the local principal and/or departmental staff the strengths and weaknesses observed.
- d. Assist the departmental staff in analyzing achievement test results to determine areas needing adjustment in emphasis in order to correct deficiencies.
- e. Encourage teachers and principals to be creative in meeting individual student needs.
- f. Promote, cultivate, and model a Christ-like culture to school sites.

6. Committees, Councils, Boards:

- a. Serve as a member or chair boards and committees as requested by the conference president or the executive committee.
- b. Serve on designated Pacific Union Conference (PUC) and North American Division (NAD) committees, councils, and boards.
- c. Chair weekly education department staff meetings and monthly principals' councils.
- d. Serve on school evaluation teams; coordinate WASC evaluations for schools.
- e. Represent the education department at designated school boards.
- f. Assist school boards in budget development and monitor the monthly financial operations.
- g. Assist school boards and principals in the recruitment of personnel as needed.
- h. Perform such other duties as may be assigned by the conference administration.

7. Preschools:

- a. Process and approve hiring of preschool personnel
- b. Monitor finances
- c. Prepare and monitor local hire contracts
- d. Monitor all state and local permits and licenses

8. Comply with policies and procedures of the conference, including but not limited to those in the employee handbook, and the NAD Working Policy.

9. Perform other duties as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily and must be a member of the Seventh-day Adventist (SDA) church in good standing.

** The requirements listed below are representative of the knowledge, skill and/or ability required and physical and mental demands.

Education and/or Experience

Master's degree in education, required; Ed.S. or doctorate in education preferred. At least 10 years of teaching and administrative experience in SDA schools.

Core Competencies

- Strong background in administration, finance, personnel management, curriculum instruction, evaluation, and public relations.
- Knowledge and understanding of PUC education code
- High level of emotional intelligence.
- Spiritual leader and mentor.
- Team leader for the education department of the conference
- Strong verbal, written, and interpersonal skills.
- Highly organized in prioritizing work and meeting deadlines.
- Aptitude to relate to and engage diverse peoples and cultures.

Other Knowledge, Skills and Abilities

- Knowledgeable in technology and understanding of NAD data-rollup (i.e. RenWeb, Dashboard, eCertification)
- Computer literacy in Microsoft Office Suite and Internet search engines.
- Respect strict confidentiality of privileged information.

Required Personality Traits

Must convey spiritual compassion understanding, and empathy in their leadership. Professional, good work ethic, flexible, tactful and discreet, approachable, proactive, dependable, pleasant, positive attitude, joyful spirit, good sense of humor, appropriate, decorous, and modest attire.

Certificates, Licenses, Registrations

- Professional teaching credential with an endorsement in school administration.
- Valid SDA teaching credential and Administrative credential
- Memberships in professional organizations such as NASSP and others.

PHYSICAL DEMANDS

Must have the physical stamina to complete the tasks that are required in the job description of the Superintendent. While performing the duties of this job, the employee may be required to do the following for prolonged or significant periods: sit, stand; walk; use hands and fingers; reach with arms; talk; and hear. The employee is occasionally required to climb, balance, stoop, and kneel. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distant, color, peripheral vision and ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate. Extended hours and travel on assignment will be required.

** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.