

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION
SPECIAL MEETING AGENDA STATEMENT

No. 3

SPECIAL MEETING OF May 4, 2021

ITEM TITLE:

DISCUSSION - POSSIBLE ACTION

Selecting and appointing an interim superintendent

SUMMARY STATEMENT:

The School Board will hold an informal discussion regarding the process for and selection of an interim superintendent. In addition to an opportunity for citizens to comment, as is always provided at the public meetings of the School Board, specific stakeholder groups have been invited to share their input on the qualities/skills of an interim superintendent.

BACKGROUND/ISSUE:

The scheduling of this special meeting to include this topic was discussed at the Board's regular meeting on April 28, 2021.

RECOMMENDED ACTION: To recess into an informal work session to discuss the process for and selection of an interim superintendent.

After the discussion is complete, the Board may choose to make motions relevant to the topic of the discussion.

ATTACHMENTS:

- Job posting for Interim Superintendent of Schools

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
KETCHIKAN ALASKA**

JOB DESCRIPTION

JOB TITLE: INTERIM SUPERINTENDENT OF SCHOOLS

REPORTS TO: BOARD OF EDUCATION

JOB PURPOSE: To inspire, lead, guide, and direct every member of the administrative, instructional and supportive services teams in setting and achieving the highest standards of excellence, so that each individual student enrolled in our district may be provided with a complete, valuable, meaningful, and personally rewarding education. Further, to oversee and administer the use of all district facilities, property, and funds with a maximum of efficiency, and an ever-present, overriding concern for their impact upon each individual student's education.

*** Pay and term to be negotiated.

Duties, Responsibilities and Accountabilities:

1. Attends and participates in all meetings of the Board and its committees, except when own employment or salary is under consideration.
2. Serves as ex officio of committees.
3. Administers as chief school executive, the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board.
4. Advises the Board on the need for new or revised policies and sees that all policies of the Board are implemented.
5. Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to ensure the making of informed decisions.
6. Acts on own discretion if emergency action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy in order to provide guidance in the future.
7. Informs and advises the Board about the programs, practices, and problems of the schools, and keeps the Board informed of the activities operating under the Board's authority.
8. Supervises the carrying out of all laws, regulations, and Board policies.
9. Makes all administrative decisions within the school necessary to the proper function of the school district.
10. Makes such rules and gives such instructions to school employees and students as may be necessary to implement Board policy.
11. Delegates at own discretion to other employees of the Board the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the superintendent of final responsibility for the action taken under such delegation.
12. Formulates school objectives, policies, plans, and programs; prepares (or causes to be prepared) and presents facts and explanations necessary to assist the Board in its duty of legislation for the schools.
13. Conducts a periodic audit of the total school program, and advises the Board on recommendations for the educational advancement of the schools.
14. Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools.
15. Oversees the timely revisions of all curriculum guides and courses of study.
16. Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with published policies.

17. Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees; and receives from employees communications to be made to the Board.
18. Directs staff negotiations with professional and nonprofessional personnel.
19. Recommends for appointment, election, or employment all employees of the Board except professional officers of the Board, and assigns, transfers, and recommends for dismissal any and all employees of the Board except professional officers of the Board.
20. Assigns and transfers employees as the interest of the district may dictate, and reports such action the Board for information and record.
21. Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
22. Supervises methods of teaching, supervision, and administration in effecting the schools.
23. Approves vacation schedules for salaried district employees under direction supervision.
24. Suspends any employee for just cause, and reports such suspension to the Board.
25. Recommends to the Board for final action the promotion, salary changes, demotion, or dismissal of any employee.
26. Reports to the Board the case of any employee whose service is unsatisfactory, and recommends appropriate action.
27. Submits 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.
28. Directs the preparation of the annual budget for adoption by the Board, and administers the budget as enacted by the Board, acting at all times in accordance with legal requirements and adopted Board policies.
29. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget.
30. Provides suitable instructions and regulations to govern the use and care of school properties.
31. Maintains directly or through delegation such personnel records, pupil accounting records, business records, and other records which are required by law and Board policy.
32. Files, or causes to be filed, all reports required by the state and the school code.
33. Makes recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety.
34. Makes recommendations with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the building and equipment of the district.
35. Represents the district in its dealings with other school systems, institutions, agencies, and community organizations.
36. Keeps informed of modern educational thought and practices by advances study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the Board informed of trends in education.
37. Represents the schools before the public, and maintains, through cooperative leadership, both within and without the schools, such a program of publicity and public relations as may keep the public informed as to the activities, needs, and successes of the schools.
38. Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the schools and the community.
39. Keeps the public informed about modern educational practices, educational trends, and the policies, practices, and problems in the district's schools.
40. Confers periodically with professional and lay groups concerning the school program, and transmits to the Board suggestions gained from such conferences.
41. Performs such other tasks as may from time to time be assigned by the Board.

Requirements:

1. A Master's Degree of higher from an accredited college or university, with a major in educational administration and supervision.
2. A valid Alaska Administrator's certificate.
3. At least five (5) years successful experience in teaching, administrative or supervisory fields.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Knowledge, Skills and Abilities:

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff and students.

Mathematical Skill: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Problem Solving: Can identify and resolves problems in a timely manner. Works well in group problem solving situations. Uses reason even when dealing with emotional topics.

Student Service: Manages difficult or emotional situations in a positive manner. Responds promptly to student needs. Responds to requests for service and assistance and meets commitments.

Interpersonal Skills: Focuses on solving conflict and not blaming. Maintains confidentiality. Listens to others without interrupting. Keeps emotions under control and remains open to other ideas and tries new things.

Teamwork: Contributes to building a positive work environment.

Diversity: Shows respect and sensitivity for cultural differences and promotes a harassment-free environment.

Ethics: Treats people with respect, keeps commitments and inspires the trust of others. Works with integrity and ethically.

Judgment: Exhibits sound and accurate judgment and includes appropriate people in decision-making process.

Planning/Organizing: Uses time efficiently