

**Park City School District  
Park City, UT**

**Title:** Superintendent of Schools

**Reports To:** Park City Board of Education

**Job Description:**

To provide leadership and direction for every member of the PCSD Administrative, Instructional and Support Services team in setting and achieving the highest standards of excellence so that all students may realize their potential.

Responsible for creating and implementing a District Learning Plan that guides the Strategic Plan as well as the supporting curriculum, instruction, learning and initiatives in the district.

**Implement the Critical Components of a Successful District:**

Articulates the district's mission, vision, values, and goals, which drive the strategic plan, master planning, district learning plan, school improvement plans, and teacher and principal evaluations to ensure:

- A Positive School Climate and Culture
- Aligned Curriculum
- Effective Instruction
- Supportive Community and Family
- Strong Education and Instructional Leadership
- Professional Development and Capacity for all Staff

**Responsible For:**

**1. Governing Board**

Member of the Governing Board of Education. Presents Superintendent reports at BOE meetings and provides timely information in order for the board to make well-informed decisions. Communicates to the board on personnel, curriculum, student and staff assessments, learning and instruction, and district operations as necessary. Ensures all BOE policies are implemented and followed, participates in the BOE Policy Committee.

**2. District Office Management**

Oversees all District Office management including Curriculum, Human Resources, Student Services, Business Administration, Information Technology and other areas. Ensures the administration of personnel policies and programs, responds to all personnel issues as required. Implements State and Federal laws. Works with Business Administrator to maintain all financial systems and reporting.

**3. Administrative Team Management**

Manages district's administrative team, principals and vice-principals at each PCSD facility. Monitors the methods of teaching, supervision, evaluation and assessment in the schools to ensure they are in line with the District Learning Plan as well as BOE policies, State and Federal law and current trends in the field. Ensure meetings of administrators, teachers and other staff members are conducted as necessary. Advocates for staff to participate in conferences and other methods of staying abreast of the trends in education.

**4. Budget Oversight**

Supervises the planning, preparation and presentation of the annual budget and makes recommendations to the BOE for approval. Ensures the district's Learning Plan initiatives are prioritized in the budget. Goes through the budget annually to ensure efficiencies and look for areas of waste. Communicates the proposed budgets, needs and priorities to all stakeholders.

**5. Resources and Facilities**

Works with professional staff, parents, and local law enforcement in creating a safe and secure environment for students. Ensures policies, procedures and school rules promote a safe, respectful and healthy school environment. Ensures the district is maximizing the return on investment of Park City tax payers dollars in the maintenance of the district and that all new expenditures have been thoroughly reviewed.

**6. Communication with Stakeholders**

Communicates effectively with school parents, community organizations and news media. Communicates to all staff members, directly or through delegation, actions of the BOE and any other pertinent district communications. Attends meetings of municipal agencies at as necessary.

**7. Curriculum, Instruction, Assessment and Professional Practice**

Develops, implements and regularly evaluates the system's process for hiring, mentoring and retaining highly qualified staff. Develops, implements and regularly evaluates the system's process for supervising and evaluating all staff, based on current, accurate job descriptions approved by the BOE. Ensures that there is a comprehensive, nationally-normed system of student assessment in place. Strives to elevate the quality of education in the district to national "top tier" status by ensuring PCSD is implementing a comprehensive academically rigorous curriculum.. Oversees staff development focused on improving instruction in the schools.

**8. Current on National Education Trends**

Knows, and can communicate effectively about, scientifically-based research, current educational trends, successful practices and innovative programs. Attends professional conventions, conferences and other networking educational opportunities to keep abreast of the most promising initiatives and best practices in the field.