



## JOB DESCRIPTION

**JOB TITLE:** Superintendent

**DATE:** March 12, 2019

**DEPARTMENT:** Education

**REPORTS TO:** Executive Committee

**CLASSIFICATION:** Exempt, Full-Time (SOC11-9032 AF10)

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### POSITION SUMMARY

Support the Southern California Conference in fulfilling its vision of Embracing Community in Christ and its mission to exalt Christ by serving its diverse communities through networked and creatively engaged churches and schools. Embody the organization's values of integrity with transparency, engagement, stewardship, unity in diversity, and relationships and team. Engage in 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 Education department and the Conference education system from pre-school through twelve-grade school and oversight of the curriculum implementation and personnel management in all Conference-sponsored schools.

### ESSENTIAL FUNTIONS

#### 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 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 and North American Division 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 North American Division Working Policy.
9. Perform other duties as assigned.

**REQUIRED QUALIFICATIONS**

To perform this job successfully, the individual must:

- Perform each essential duty and responsibility satisfactorily, and
- Be a member of the Seventh-day Adventist Church in good standing, and
- Possess a proven track record of effective leadership, judgment, collaboration and learning, and character above reproach, and
- Meet the requirements listed below.

**Education and Experience**

Master's degree in education is required. EdS or doctorate in education preferred. At least ten (10) years of denominational, administrative, teaching and leadership experience in Seventh-day Adventist schools.

## **Competencies**

- Strong background in administration, finance, personnel management, curriculum instruction, evaluation and public relations.
- Knowledge and understanding of the Education Code of the Conference and Pacific Union Conference as well as of the Seventh-day Adventist Church structure and policies.
- High level of emotional and social intelligence.
- Value teamwork.
- High level of accountability.
- Understanding of business and financial aspect.
- Current on relevant aspects affecting education and the Conference.
- Excellent communications and interpersonal skills.
- Highly organized; able to prioritize, delegate, and oversee multiple projects and direct reports.
- Build relationships and ability to relate to diverse peoples and cultures.
- Knowledgeable in technology and understanding of North American Division data-rollup (i.e. RenWeb, Dashboard, eCertification)
- Computer literacy in Microsoft Office Suite and internet search engines.
- Discreet; able to maintain strict confidentiality of privileged information.

## **Personality Traits**

Must convey spiritual compassion, understanding, and empathy in their leadership. Professional, excellent work ethic, flexible, tactful, approachable, proactive, dependable.

## **Certificates, Licenses, Registrations**

- Professional teaching credential with an endorsement in school administration.
- Valid Seventh-day Adventist 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 for the role 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 and peripheral vision, and the ability to adjust focus.

## **WORK ENVIRONMENT**

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

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