

VAN BUREN INTERMEDIATE SCHOOL DISTRICT

TITLE: Superintendent

REPORTS TO: Board of Education

JOB GOAL(S):

The primary job goal of the Superintendent is to maintain an intermediate school district operation which assists local school districts in delivering services to students and which provides services directly to students in appropriate specialty areas.

QUALIFICATIONS:

Education:

Possession of a Master's Degree.

Certification:

State of Michigan Administrator's Certification or working towards this certification

WORK EXPERIENCE:

Ten years of professional experience, including at least five (5) years as a building or central office administrator preferred.

Skills:

Additional qualifications or alternatives to the above as the Board shall find appropriate

ESSENTIAL JOB FUNCTIONS:

- Implement Board of Education policies.
- Implement rules and regulations of the Michigan Department of Education.
- Implement state laws as required by statutes of the State of Michigan.
- Implement federal laws as required by statutes of the federal government of the United States.
- Organize and allocate personnel, including administrative, supervisory, instructional and supportive in order to meet the needs of the district.
- Hire, assign, transfer, and when necessary, dismiss non-certified personnel in accordance with established procedures and appropriate state law.
- Recommend for employment, assign, transfer, and when necessary, recommend for dismissal certified personnel in accordance with established procedures and appropriate state law.
- Make final arrangements for hiring all personnel.
- Recommend to the Board of Education, the personnel to be employed.
- Prepare all required local and state education reports.
- Meet with the local school administrators and the Parent Advisory Committees to keep them informed of the latest trends, laws and rules pertaining to the intermediate school district.
- Ensure records of materials and equipment are kept by the appropriate personnel.

- Implement program rules and regulations as required by the Michigan Department of Education and the federal government.
- Prepare legally required annual special education plan and reports in cooperation with advisory committees and the constituent districts' superintendents.
- Provide a sense of direction for the district and leadership in a continuously evolving strategic plan for district development.
- Be aware of educational trends and guide the district through necessary changes.
- Prepares and submits to the Board reports and recommendations relevant to matters requiring Board action.
- Ensures that the Board receives information required to allow the Board to make informed decisions in all areas of District business.
- Delegates authorities and/or duties to other staff of the District, while retaining full responsibility for any action taken under such delegation.
- Develops and implements instructions and regulations pertaining to the use and care of District facilities and properties.
- Ensures the maintenance of such personnel, pupil accounting, business, and other records required by laws, rules, regulations, or Board policy.
- Represents the District in its dealings with other school systems, agencies, and community organizations.
- Exercises authority and discretion in acting upon matters not covered by Board policy or guidelines.
- Performs such other tasks and assumes such other responsibilities as may be assigned by the Board.

TERMS OF EMPLOYMENT:

As per agreement and provisions established by the Van Buren ISD Board of Education.

Application deadline January 21, 2021.

HOW TO APPLY:

Please submit letter of intent and resume to:

Frances Sage, VBISD Board President
 Van Buren Intermediate School District
 490 S Paw Paw Street
 Lawrence, Michigan 49064

It is the policy of the Van Buren Intermediate School District that no discriminatory practices based on race, color, religion, national origin, sex (including sexual orientation or transgender identity), disability, age, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category (collectively, "Protected Classes"), be allowed in its programs and activities, including employment opportunities. Inquiries regarding the non-discrimination policies should be directed to Barbara Matthews, Director of Finance & Operations or Dave Manson, Assistant Superintendent, 490 S. Paw Paw Street, Lawrence, MI 49064, 269-674-8091.