



**BALDWIN COUNTY PUBLIC SCHOOLS**  
*Building Excellence*

**NOTICE**

The Baldwin County Board of Education announces  
an opening for the position of

**SUPERINTENDENT**

Minimum qualifications for this position include:

- Masters Degree or higher from an accredited college or university.
- Valid Alabama Certification or the ability to meet eligibility requirements for valid Alabama Certification in appropriate area(s) of Educational Leadership or School Administration.
- Fifteen (15) years of successful teaching and administrative experience.
- Demonstrated proficiency in oral and written communication.
- Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups.
- Complete job description attached.

**Base Salary Range \$145,000 - \$165,000 per year, subject to adjustment based on applicant experience and qualifications (Total compensation shall be a negotiated package consisting of salary and benefits.)**

**Letter of application, current resume, three references with contact information and three letters of recommendation must be delivered to R. Scott Lewis prior to 5:00p.m. on July 9, 2015 by either of the following methods:**

**U.S. Mail at  
P.O. Drawer 1509  
Bay Minette, Alabama 36507**

**Hand Delivery at  
Stone, Granade, & Crosby, P.C.  
8820 U.S. Highway 90  
Daphne, Alabama 36526**

*It is the official policy of the Baldwin County Board of Education that no person, shall on the grounds of race, color, disability, sex, religion, national origin, age or creed be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity or employment.*



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### **Job Title – Superintendent**

**Supervised by/Reports to:** Board of Education

**Supervises:** All school system personnel

**FLSA Status:** Exempt

#### **Job Goal:**

- To provide leadership in developing and maintaining the best possible educational programs and services for the Baldwin County Public Schools.

#### **Qualifications:**

1. Master's degree or higher from an accredited college/university.
2. Valid Alabama certification or the ability to meet eligibility requirements for Alabama certification in administration/supervision with Superintendent endorsement.
3. Fifteen years (15) of successful teaching and administrative experience.
4. Ability to meet the suitability criteria for employment and/or certification licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
5. Possess and maintain a valid driver's license.
6. Demonstrated proficiency in oral and written communication.
7. Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups
8. Ability to supervise and evaluate personnel.
9. Knowledge of school law, public school finance, Board policies, safety and security procedures, and State Department of Education regulations.
10. Ability to identify and solve problems.
11. Ability to effectively use technology in all aspects of administration and management of the school system. Physical strength, stamina, dexterity, and acuity to perform essential job functions and responsibilities.
12. Ability to be punctual and in regular attendance.
13. Such alternatives to the above qualifications as the Board may require.

#### **Performance Responsibilities and Essential Functions:**

1. Demonstrates support for the school system and its vision, goals and priorities.
2. Keeps abreast of development in curriculum and instruction, and furnishes leadership in determining their appropriateness for inclusion in the system's educational program.
3. Attends and participates in all meetings of the Board and its committees, except executive sessions unless requested to participate.

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**Baldwin County School System  
Superintendent (CO1)**

4. Keeps all minutes of the Board of Education meetings in permanent form in the official minute book and permanently filed in a safe place.
5. 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.
6. Advises the Board on the need for new or revised policies and sees that all policies of the Board are implemented.
7. 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.
8. 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.
9. Reports to the Board such matters as deemed material to the understanding and proper management of the schools, or as the Board may request.
10. Supervises the carrying out of all laws, regulations, and Board policies.
11. Makes all administrative decisions within the system necessary to the proper function of the school system.
12. Makes such rules and gives such instructions to school employees and students as may be necessary to implement Board policy.
13. 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 any power or duty does not relieve the Superintendent of final responsibility for the action taken under such delegation.
14. 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.
15. Conducts a periodic audit of the total school program, and advises the Board on recommendations for the educational advancement of the schools.
16. 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.
17. Oversees the timely revisions of all curriculum guides and courses of study.
18. 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.
19. Secures and nominates for employment the best qualified and most competent teachers and supervisory and administrative personnel.
20. Assigns and defines the duties of all personnel, subject to Board approval.
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 effect in the schools.
23. Approves vacation schedules for salaried district employees under direct supervision.
24. Suspends any certificated employee for just cause, and reports such suspension to the Board.
25. Manages and responds to emergency and/or crisis situations as required; serves as liaison with administrators, parents, community members, other agencies, and media as directed.

26. Delegates and reviews the development, implementation, and evaluation of assigned schools' continuous improvement, professional development, and accreditation plans and reports.
27. Exhibits professionalism in the workplace and provides exemplary customer service to all employees and potential employees.
28. Maintains appropriate confidentiality regarding school/workplace matters.
29. Demonstrates initiative in identifying potential problems and/or opportunities for improvement for the school system.
30. Engages in personal professional growth and demonstrates professional ethics and effective leadership.
31. Performs any other job-related duties as assigned by the Board of Education.

**Terms of Employment:** Twelve month position in accordance with Board's salary schedule and or contract.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the State Department of Education and/or Baldwin County Board of Education policy on evaluation of the Superintendent.

The statements above are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.