

Maxwell Unified School District  
515 Oak Street  
Maxwell, Cal. 95955  
530-438-2291  
FAX 530-438-2693

### **JOB DESCRIPTION – SUPERINTENDENT/PRINCIPAL**

**DEFINITION:** This certificated position reports directly to the Maxwell Unified School Board. The primary responsibilities for the Superintendent/Principal perform duties outlined under Education Code 35035, executing board policies and implementing identified goals established by the School Board.

#### **DUTIES AND RESPONSIBILITIES:**

- Comply with policies, rules and regulations adopted by the Board and the State Board of Education.
- Effectively and effectively manage the programs of the District.
- Perform other duties and responsibilities as assigned by the Board.
- Communicate to the Board items that require board ratification at the earliest opportunity.
- Has the responsibility or organizing, reorganizing, and arranging the District's administrative and supervisory staff, including but not limited to instruction and business affairs.
- Has responsibility in all personnel matters not otherwise delegated pursuant to Board policy, including selection, assignment, and transfer of employees, subject to approval of the Board of Trustees.
- Review all policies adopted by the Board of Trustees and make appropriate recommendations to the Board.
- Evaluate employees as provided for by California law, collective bargaining agreement, and Board policy.
- Advise the Board of all possible sources of funds which might be available to implement present or contemplated District programs.
- Establish and maintain an appropriate community relations program.
- Serve as Secretary to the Board of Trustees.

Board Approved: 12/19/00