



COPPELL INDEPENDENT SCHOOL DISTRICT

200 South Denton Tap Road
Coppell, TX 75019
Phone: 214-496-6000
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Job Description

Job Title:	Superintendent of Schools
Reports to:	Board of Trustees
Dept/School:	Superintendent's Office/Administration Building
Wage/Hour Status:	Exempt
Pay Grade:	TBD
Days Per Year:	226

Primary Purpose:

The Superintendent, as Chief Executive Officer, is accountable to the Board of Trustees, which expects the Superintendent to be the education and instructional leader of Coppell ISD. The Superintendent works closely with the Board of Trustees to develop and implement policies and programs designed to carry out the District's mission.

Qualifications:

Education/Certification:

- Master's Degree in education from an accredited college or university
- Doctorate Degree in education from an accredited college or university
- Principal/mid-management or supervisor certification
- Superintendent's Certification

Special Knowledge/Skills:

- Knowledge of education law, school board policies, social services and school district operations
- Skills in conflict resolution and problem solving
- Ability to lead district-wide programs
- Strong knowledge of curriculum
- Ability to develop and deliver training to adult learners
- Ability to read and interpret written policies, calculate budgets and interpret data
- Strong organizational, communication and interpersonal skills

Experience:

- Experience as a campus and central office administrator
- Experience as a Superintendent

Major Responsibilities and Duties:

In concert with the staff, students, and the community, the Board of Trustees has identified certain characteristics and qualifications as highly desirable in a Superintendent:

1. A leader with a proven record of successful management of school finance, assessment and accountability, and all UIL programs (academics, fine arts, athletics) who can make and defend difficult decisions that are best for all students and the district.
2. A visible leader that resides in the district and is actively engaged at school functions and community events.
3. A highly effective communicator with strong interpersonal skills and a proven record of maintaining effective two way communication with staff and the community at all levels.
4. A team builder that is committed to work in partnership with the Board of Trustees, students, staff, parents and community to build a climate of transparency, mutual trust, and cooperation and who is committed to the continued long term success of Coppell ISD.
5. A respected leader with outstanding networking ability that understands and has been involved with the legislative and political processes at the state level, and can successfully maintain and develop the partnerships that are important to the success of the district at the local level.
6. A progressive and visionary leader that has a commitment to the Visioning work and has proven success in implementing instructional technology and innovative strategies in today's classroom.

Supervisory Responsibilities:

Executive Leadership Team

Equipment Used:

Computer, mobile devices, scanner, digital camera, video camera, copier, printer.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress; frequent prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by Employee: _____ Date: _____

Reviewed by Supervisor: _____ Date: _____