



Clarkdale-Jerome School District #3

1615 Main Street

Clarkdale, Arizona 86324

Phone (928) 634-5035- Fax (928) 639-0917

SUPERINTENDENT PROFILE CLARKDALE-JEROME ELEMENTARY SCHOOL DISTRICT

JOB GOAL

The school superintendent is the chief executive officer of the school district responsible for setting the tone and direction of the school while providing general management and oversight of all aspects of the district operations including:

- Leadership in all areas of teaching and learning: curriculum, data analysis and professional development;
- Providing and supporting a system of hiring, supervision and evaluation for all staff as set forth in policy, including assisting with evaluations;
- Oversight and administration of all district facilities and property including the maintenance and use of facilities;
- Planning budgets and allocating resources; and
- Supporting the district Governing Board by providing current, timely information, including policy changes, legal matters, fiscal reports, and general operations; working as a team member with the Governing Board to define and institute the district vision.

JOB REQUIREMENTS

- Arizona Superintendent Certification
- Master's degree or higher in education or educational administration
- A high regard for and dedication to sustaining small communities and rural school districts
- Minimum 3-years educational administration experience, preferably as superintendent and with K-8 and small/rural district experience
- Successful performance in teaching and administrative capacities of increasing responsibility
- Knowledge of instruction, evaluations, school finance and law preferably with some experience in Arizona
- Ability to manage finances as evidenced by previous experience
- Successful experience in supplemental funding strategies, including grant writing, overrides, bonds, etc.
- Knowledge and understanding of state and federal laws and policies regarding all students including students with special needs
- Knowledge of and experience with facilities management
- Willingness to maintain a high visibility in the school and community
- Ability to promote the district and form relationships with the community and its businesses
- Ability to build and sustain collaborative relationships with regional districts
- Willingness to reside within 2 years in the immediate area, preferably within the district
- A focus on student achievement while meeting the needs of all students
- Be a "continuous learner" encouraging and supporting professional development of self, the Board, the staff and others
- Willingness to make tough decisions in a diplomatic manner
- Commitment to supporting and sustaining high quality education programs and the reputation of the district
- A focus on a positive staff morale and school culture
- Role model and advocate for district and all students
- Strong communication and interpersonal skills
- A sense of humor

SALARY

Salary is negotiable with a base of \$80,000 commensurate with experience and success.