

South Coast Education Service District

Code: **CBA**
Adopted: 5/14/13
Readopted: 11/10/15
Reviewed: 8/1/17
Readopted: 11/14/17

Qualifications and Duties of the Superintendent

The Board requires the superintendent to be a strong educational leader who has the following professional experience and training:

1. A current Oregon administrative license with a superintendent's endorsement or a transitional superintendent license;
2. A master's or doctorate degree in the field of education, preferably in educational administration;
3. Successful teaching experience at the elementary or secondary school level;
4. Service as a superintendent or administrative experience in the central administration of a school system or ESD.

In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets transitional administrator or exceptional administrator licensure requirements. The Board may, jointly with the individual, submit an application for such license for Teacher Standards and Practices Commission approval pursuant to OAR 584-080-0151 and 584-080-0161.

The superintendent will have the following personal and professional qualities:

1. Knowledge of:
 - a. Elementary and secondary school instructional programs;
 - b. Trends in elementary and secondary education;
 - c. Program evaluation techniques;
 - d. Personnel evaluation practices;
 - e. Consultation and/or negotiation procedures;
 - f. State standards for school buildings and grounds;
 - g. State standards and regulations governing student transportation and school buses;
 - h. Federal regulations and legislation pertaining to school programs;

- i. Budgeting and accounting procedures;
 - j. Successful management techniques.
2. Skills including ability to:
- a. Effectively evaluate personnel;
 - b. Write and speak fluently;
 - c. Compile and summarize data;
 - d. Meet and work effectively with a wide variety of people;
 - e. Analyze statistical data;
 - f. Interpret ESD policy and make appropriate decisions;
 - g. Direct the activities of subordinates;
 - h. Develop alternative solutions to problems;
 - i. Solicit honest staff reactions to proposals;
 - j. Analyze staff proposals for change;
 - k. Accept adversity;
 - l. Coordinate and plan.
3. Attitudes including willingness to:
- a. Adjust to new conditions and situations;
 - b. Accept responsibility;
 - c. Delegate responsibility;
 - d. Attack difficult problems;
 - e. Ask for and accept suggestions from staff;
 - f. Accept and analyze suggestions for change;
 - g. Engage in a continuous in-service training program;
 - h. Accept direction and supervision;
 - i. Promote the opportunity for exchange of ideas and information between schools and the community.

END OF POLICY

Legal Reference(s):

[ORS 334.225](#)
[ORS 342.121](#)
[ORS 342.125](#)
[ORS 342.143](#)
[ORS 342.173](#)

[ORS 342.175](#)
[ORS 342.200](#)
[OAR 581-023-0006 to -0041](#)
[OAR 581-024-0205 to -0310](#)

[OAR 584-020-0000 to -0045](#)
[OAR 584-036-0035\(1\)](#)
[OAR 584-046-0003 to -0055](#)
[OAR 584-080-0151 to -0153](#)
[OAR 584-080-0161](#)