

## School Superintendent G11910

### DESCRIPTION OF OCCUPATIONAL WORK

The sole position in this classification is charged with the overall supervision of the education programs in state institutions that house juveniles. This includes the schools, teachers, principals, and support staff. The position allocated to this class will ensure that all of the schools' policies are carried out as designed.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

The School Superintendent classification differs from the Principal classification by having oversight over the entire school system. Positions allocated to the Principal classification oversee a state owned/operated facility and serves as the school administrator, while the School Superintendent oversees all state owned/operated DHHS Youth facilities; currently includes State of Nebraska Facilities located in Kearney, Hastings, and Lincoln.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Guide the development of the educational objectives and programs for all state owned/operated youth facilities. Provide overall direction to the activities of the State of Nebraska DHHS Youth Rehabilitation Treatment Center Facilities School System and its personnel toward the accomplishment of Agency goals and shall administer the policies of the State of Nebraska, conserve the School System's assets and resources, and serve as the educational leader of the School System.

Confer with parents, medical teams, and staff to discuss educational activities, policies, and student behavioral or learning problems; Counsel and provide guidance to students regarding personal, academic, vocational, or behavioral issues as well as enforce discipline and attendance rules.

Administer and oversee the general management of the schools and departments under the requirements of state and federal laws and regulations including directing, supervising, and coordinating activities of teachers, administrators, and support staff. Coaches and evaluates principals.

Represent the School System before the public and establish and maintain a program of public relations to keep the public well-informed of the programs and activities, policies, and practices, and needs and successes of the School System, so as to promote a positive relationship between the State School System and the community.

Provide a leadership structure to ensure rules and instructions to school employees and students are in compliance with DHHS and the Department of Education policies including establishing and maintaining educational standards and goals.

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Supervises the development of budget, purchase goods and services, and manages accountability for expenditure of School System funds.

Direct all reports and forms required by the Nebraska Department of Education and other governmental agencies and ensure that such reports and forms are submitted on or before the due date.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: curriculum planning and evaluation; educational psychology and its implications toward learning; psychometric testing and evaluation techniques; academic and vocational assessments; minority students special needs; special education and handicapped students special needs; learning theory and its applications; administration theory and its relevant applications; testing techniques and models; family systems, counseling techniques and child psychology; the agency philosophy and objectives; the juvenile justice system or mental health/mental impediment and human services field and the related philosophies and objectives; union contracts and personnel rules and practices; all courses taught, school components and agency reorganization; record keeping and documentation required for grants; public relations; State and federal laws, rules and regulations.

Ability to: communicate effectively with individuals and groups with diverse backgrounds; lead professional staff toward setting and achieving goals and objectives; evaluate staff performance to ensure students are receiving the best opportunity to learn; assess student's and staff's strengths and needs; manage the principal's office and teaching facilities; maintain high morale and teamwork among staff; interpret and apply policies, rules, guidelines, regulations, and laws; gather and analyze data and make good decisions.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Master’s degree in education administration and five years of experience in the administration of schools or district programs. Must maintain a Professional Administrator License with a superintendent endorsement from the State of Nebraska.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine the individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Established: 06/2022

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date