Bay-Arenac Community High School
Superintendent Position Description

REPORTS TO: Board of Directors
PREPARED BY: Board of Directors/ecs
APPROVED BY: Board President
PREPARED DATE: 1/17/2020
APPROVED DATE: 1/31/2020
FTE: 1

SUMMARY  Acts as the chief administrative officer of the district and provides leadership in accordance with the district’s vision, Board of Director’s decisions, and statutes. The Superintendent may delegate any of the authority and responsibilities of the position. However, the Superintendent is not relieved of the final responsibility for the actions of others who act on his/her behalf.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees general administration of finance, human resources, and instruction
- Secures, maintains and preserves a safe and orderly school environment
- Choreographs whole-school and community events with the expressed purpose of motivating honoring and educating those in attendance
- Negotiates and secures building and site stability
- Maintains a positive relationship with chartering agency, Bay-Arenac ISD (BAISD)
- Interviews, hires, evaluates and when necessary, discharges staff. Subject to possible Board review/approval.
- Monitors budget development and implementation
- Signs contracts and enters into agreements as the board’s designee
- Reviews and revises staff handbook, with assistance from staff
- Reviews and revises student handbook, with assistance from staff and students
- Reviews and revises charter document, in cooperation with BAISD
- Ensures the submission of the annual report to the Michigan Department of Education and BAISD, in cooperation with the business manager,
- Initiates, reviews and revises staff job descriptions
- Reviews and revises staff pay scales
- Schedules and facilitates student success conferences
- Insures proper evaluation of staff
- Facilitates staff meetings
- Secures charter re-authorization
- Advocates for the preservation and continuation of the Bay-Arenac Community High School program at the local, state and national level
- Facilitates conflict resolutions and de-escalates potentially hostile or threatening situations
- Acts as the chief executive officer and/or district liaison with community agencies, parents, the public, other educational agencies, and state administrative agencies
- Assures the Board is informed of issues that impact the district both internally and externally, and communicates Board decisions to the staff;
- Assures compliance with statutes, district policy, and administrative procedures
- Enforces all provisions of law and all rules and regulations relating to the management of the district including all educational, social, and recreational activities of the district
- Acts as the building principal, assuring a safe and secure learning environment for students
- Assures the curriculum is current with Michigan Department of Education (MDE) requirements
- Prepares the Board’s agenda in consultation with the Board President
- Provides in-service or professional development activities for staff that is targeted toward student achievement
• Ensures short and long-range plans are executed within the scope of the District’s vision and mission
• Files or causes to be filed any reports, requests, and appropriations as required by various governing bodies or administrative agencies
• Acts on own discretion in cases where action is necessary on any matter not covered by Board policy or directive. Reports such action as soon as possible to the Board of Directors
• Performs such other duties as directed by the Board

QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION
Must hold a current Michigan Department of Education School Administrator’s Certificate AND Minimum of 3-5 years of experience in one, or a combination of the following:
• Central Office Administrator
• School Administrator
• Classroom Teacher
• Alternative Education experience

LANGUAGE SKILLS
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of stakeholders.

MATHEMATICAL SKILLS
Ability to calculate figures and amounts.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS
• While performing the duties of this job, the employee is frequently required to sit and talk or hear and operate a computer. The employee is occasionally required to stand; walk; and reach with hands and arms. Specific vision abilities required by this job include close vision and depth perception.
• Occasional travel may be required.

OTHER
Must pass criminal justice background check.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.
Superintendent - Position

Since 1985, Bay-Arenac Community High School has been serving the Bay and Arenac Community as second chance Public School Academy (PSA). With our highly qualified and diversified teachers and staff, we strive to meet the unique needs of the individual student by providing a challenging and rewarding experience thus preparing our students for life beyond the classroom. Our school is so successful because of a shared vision by all involved — students, staff, Board members, families, and the community.

Application deadline is the end of business February 28, 2020.

Qualified candidates may send a resume and letter of intent to:

Brenda Scramlin – Board President
Bay-Arenac Community High School
805 Langstaff Street
Essexville MI 48732