

D. Appointment of the Superintendent

At such time as the voters determine that the position of Superintendent of Schools of Clay County is a position that is filled by appointment by the School Board, the minimum qualifications, job description, process and procedure for locating and hiring both an interim and permanent superintendent shall be as follows:

1. Job Description: The job description, including minimum qualifications and performance responsibilities, is as follows:

JOB DESCRIPTION

TITLE: Superintendent of Schools

QUALIFICATIONS:

1. Awarded Master's degree or higher (not honorary) from an accredited and recognized University or College.
2. At least three years of public school classroom teaching experience.
3. At least seven years of progressively responsible educational public school administrative experience.
4. Demonstrated knowledge in administration, supervision, curriculum, business affairs, personnel management, and program evaluation.

REPORTS TO: The School Board of Clay County, Florida

SUPERVISES: All employees of the School Board of Clay County, Florida

JOB GOAL: To provide leadership in directing the administrative, instructional and supportive staff toward planning, developing, and maintaining the best possible educational programs and services.

PERFORMANCE RESPONSIBILITIES:

1. Exercises the powers and authority assigned by the Constitution and the laws of Florida and performs such duties and exercises such responsibilities as assigned to the Superintendent by law, regulations of the State Board of Education and the rules and policies of the School Board of Clay County, Florida.

2. Administers and supervises, directly and indirectly, all programs and services provided by the Board and sees that the policies, rules, and directions of the Board are executed.

3. Serves as secretary and executive officer of the School Board and advises and councils with the Board on educational, administrative and supportive service plans, problems and needs and recommends to the Board for action such matters as should be acted upon.

4. Recommends to the School Board for adoption such rules, policies and standards as are needed to supplement the regulations of the State Board of Education and as, in his/her opinion, will contribute to the more efficient operation of the district school system.

5. Interprets the purposes, actions and needs of the school system to the Board, staff, and students and to the public.

6. Supervises and maintains a systematic evaluation of the educational, administrative and supportive service needs in the district and develops a comprehensive annual and long-term plan for meeting those needs.

7. Recommends the employment of staff as needed to implement the mission and goals of the School Board and supervise their assessments.

8. Supervises the preparation and presentation of the annual budget, reflecting a structured program of action for meeting the needs of the school system as identified in the district's Comprehensive Educational Plan.

9. Performs such other tasks and assumes such other responsibilities as may be required by the Board pursuant to its authority under law and the regulations of the State Board of Education.

TERMS OF EMPLOYMENT:

Twelve (12) months per year for a total term of years and an annual salary to be set by the Board.

ASSESSMENT:

Performance of this job shall be evaluated annually by the Board.

2. Candidate Search, Evaluation and Hiring: The following procedure shall be implemented for the process of candidate search, evaluation and hiring for the position of Superintendent of Schools, other than interim hiring of a temporary fill in Superintendent:

A. The candidate search, evaluation and hiring shall include the involvement of a professional search firm, a citizens committee appointed by the School Board and the evaluation and hiring by the School Board.

B. A professional search firm shall be hired by the School Board to implement the candidate search process and to advertise for, initially screen and preliminarily evaluate candidates, based on a review of credentials and any other review determined by the search firm to be relevant and necessary to provide qualified candidates to the School Board for consideration. The scope of the search firm's activities shall be governed by mutual agreement between the search firm and the School Board.

C. The School Board shall appoint fifteen citizens from Clay County whose responsibility shall be to perform a paper review of the credentials, resumes and qualifications of all candidates recommended by the search firm. The committee shall hold not less than two (2) and not more than five (5) meetings as a group to discuss candidate applications. The attorney for the School Board shall attend the meetings to facilitate the appointment of a committee chair at the first meeting and to act as parliamentarian for the remaining meetings. The committee shall meet in the sunshine, shall hold all discussions of the candidates in the sunshine, committee meetings shall be recorded and advertised on the School District web site. After a thorough review of the candidates they shall rank the applicants by preference, with the first ranked candidate being the most preferred, and submit the applications and the candidate ranking, along with any accompanying documents to the School Board for consideration.

D. The School Board shall receive and review the applications and recommendations submitted by the candidates, the search firm and the citizens review committee. After discussion at a public meeting they shall determine the top ten (10) candidates who should be scheduled for interview by the full board. After interviewing, considering and taking public input regarding the top ten (10) candidates, the Board shall determine the top three (3) candidates from whom they shall make their final choice. The decision as to whom the School Board shall offer the position of Superintendent shall be made by majority vote at a public meeting after accepting public comment and input from the citizens as required by Florida Statutes.

3. Interim Appointment of Superintendent: The interim employment by the School Board of a temporary administrator to fill the job of Superintendent of Schools during the time that the School Board conducts a search for a long term Superintendent as set forth in paragraph 2 shall be conducted as follows:

A. The School Board shall ensure that the temporary/interim applicant that they hire has qualifications numbered 1 and 2 of the minimum qualifications set forth in the Job Description outlined in paragraph 1 of this policy and a minimum of 3 years public school administrative experience. All other procedures set forth in paragraph 2 of this policy shall be suspended for the purpose of appointment of an interim Superintendent.

B. The School Board may accept applications from any source for the interim position of Superintendent. The position shall be advertised on the School District web site for a period of not less than twenty-four (24) hours. Applications shall be accepted for a period of forty-eight (48) hours after the initial posting after which no applications shall be accepted. The School Board may set a special meeting at which they may evaluate the applications and make an appointment of one person from among those applicants to the position of interim superintendent. Public comment shall be taken before the School Board, by majority vote, makes the determination of appointment of interim Superintendent.

C. The appointment to the position of interim Superintendent shall be temporary and shall be for a period of no more than six (6) months after which the School Board may reappoint the person serving as interim Superintendent for a period of no more than an additional six (6) months.