



South Central Conference of Seventh-day Adventist JOB DESCRIPTION

POSITION TITLE:	Superintendent of Education
FT/PT:	Full-time (38.5+ per week may include some evenings and weekends)
CLASSIFICATION:	Exempt
REMUNERATION:	87%-102%
REPORTS TO:	Conference President
SUPERVISES:	Associate Superintendent, Assistant Superintendent, & Department Secretary, Principals
FUNCTION:	The Superintendent of Education is to help nurture children, teaching staff and school administrators, volunteers, and parents into a lasting relationship with Jesus Christ, based on the principles of the Seventh-day Adventist Church. It is the duty of the Superintendent of Education to ensure the educational system of South Central Conference meets or exceeds all standards as articulated in the Southern Union Education Codebook and the NAD's EDGE. The Superintendent of Education is to champion an educational system that provides support to children spiritually, academically, mentally, physically, and emotionally.

GENERAL RESPONSIBILITIES:

- Serves as the executive secretary and agent of the Conference Board of Education in administering and supervising the K-12 school education system in accordance with the educational policies of the board of education.
- Serve as the agent of the conference board of education in recruitment, placement, evaluation, transfer, and dismissal of educational personnel, in consultation with school administration, committees, and boards.
- Develop and implement a plan of classroom supervision and instruction.
- Prepare job descriptions, in conjunction with the HR director, and establish areas of responsibility for each member of the education staff.
- Provide leadership in the development of long-range plans for educational growth in areas such as budgeting, school evaluation, curriculum, facilities, personnel, the establishment of new schools, or consolidation of existing schools.
- Provide leadership for in-service education programs.
- Foster positive relationships between home, school, and churches.
- Implements the union and or conference wage scale.
- Ensure all personnel are properly certified.

- Maintain a liaison between the office of education, the conference administration, and the constituency.
- Prepare an annual master calendar providing for activities such as, but not limited to school visitations, teacher counseling, in-service, meetings, weeks of spiritual emphasis, holidays, parent/teacher conferences, etc.
- Responsible for the maintenance and safekeeping of all attendance, scholarship, and other records.
- Responsible for the preservation of all records of discontinued schools.
- Responsible for the dissemination of all announcements, bulletins, changes, and other professional material to Southern Union, NAD, collages, and others.
- Prepares, reviews, and manages annual department budget.
- Authorizes expenditures for the department.
- Assumes responsibility for the development and maintenance of an adequate school health program.
- Coordinates with the Human Resources Department to maintain and protect up-to-date service records for educational personnel.
- Compile and present to the Union Office of Education, requests for permission to teach secondary subjects in junior academies (by June 1 of the school year).
- Supply each school with record-keeping material.
- Provide teachers with an approved Southern Union textbook list and other curriculum material.
- Support and promote the Association of Seventh-day Adventist Educators.
- Promote Home & School Associations.
- Work in conjunction with the union office of education on a master schedule for the conference school evaluation program.
- Gather and process reports required by the Southern Union Office of Education and NAD Office of Education.
- Consider applications for the establishment of new elementary schools in consultation with the conference board of education and process the requests for junior and senior academies and make recommendations to the union conference of education.
- Arrange regularly scheduled in-service meetings for school board personnel and Home and School officers.
- Compile and maintain current child/youth census.
- Survey and compile dates on enrollment, achievement, certification, statistics, and other trends within the conference.
- Develop and maintain effective working relationships with the local and state offices of education and regional accrediting associations.

FINANCE:

- Counsel school committees in the preparation of annual budgets and process these projections from the schools in the preparation of the conference education budget.
- Ensure that proposed budgets include but are not limited to; salaries, personnel benefits, in-service education, denominational certifications, conventions, workshops, curriculum development, capital appropriations, etc.

- Ensure schools are audited annually in accordance with NAD office of education policies and that copies of audited statements are placed on file in the conference office of education.

CURRICULUM

- In cooperation with the union conference curriculum committee, provide leadership for and the maintenance of an ongoing program of curriculum development with teachers and other church member involvement.
- Implement curriculum policies of the union, conference, and boards of education.
- Initiate, encourage and evaluate experimental programs in terms of the specific needs of students, teachers, and or administrators.
- Conduct pilot studies in cooperation with the General Conference and union office of education.
- Initiate and conduct research projects and surveys as needed.

OTHER

- Attend worship on a regular basis.
- Attend monthly staff and departmental meetings.
- Performs other duties as assigned or required.

MARGINAL DUTIES & RESPONSIBILITIES:

- May present/lead worship.
- May assist in other departments beyond the education ministry department, as necessary or required.

QUALIFICATIONS:

Must be committed to Jesus Christ, the beliefs and mission of the Seventh-day Church, and a Seventh-day Adventist church member in regular standing. If transferring into South Central Conference must transfer membership within 6 months of hire.

Education & Experience:

- Master's Degree in Education or related field, preferred.
- Bachelor's Degree in Education or related field with 4+ years related experience preferred.
- Minimum of 8 -10 years of successful teaching experience.
- Must complete and pass a background check(s).
- CPR/First Aid helpful.

Language/Writing Skills:

- Must have excellent verbal skills.
- Must have the ability to communicate effectively with diverse groups of people in varied settings.
- Must be able to write in a logical, clear, and grammatically correct way.
- Bi-lingual Spanish speaking, reading, and writing may be required.

Reasoning Ability:

- Must have the ability to read, analyze and interpret common reports and documents.
- Must be able to respond to the needs and/or requests of constituents, supervisors, and others in a professional and timely manner.
- Must have the ability to plan and organize in a logical manner.
- Must be able to prioritize and multi-task in an efficient manner.

Physical Demands:

- Must be able to stand and walk up to 2/3 or more of the time.
- Must be able to sit up to 2/3 of the time.
- Must be able to use hand and/or fingers up to 2/3 or more of the time.
- Must be able to lift up to 25lbs up to 1/3 of the time.
- Must be able to hear and talk 2/3 or more of the time.
- Must be able to stoop, kneel, crouch, or crawl 1/3 to 2/3 of the time.
- Must be able to reach over shoulders 1/3 to 2/3 of the time.
- Must be able to climb stairs up to 2/3 of the time.
- Must have clear vision up to 20 inches minimally.

Equipment Used:

- Must be proficient in the use of the computer and various software packages.
- Must be able to use a standard telephone.
- May have to use general office equipment including; a fax machine, copier, calculator, typewriter, etc.

Work Environment:

- Must be able to work in an office setting with moderate to loud noise levels.
- May be exposed to outdoor weather conditions 1/3 to 2/3 of the time.
- Must be able to travel locally and regionally.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

(Revised 9/28/22)