



USD 361 Superintendent Position Profile

Position Profile:

The USD 361 Board of Education is seeking an educational entrepreneurial leader to serve as the next Superintendent. The successful candidate will possess a strong financial background with proven experience in creating and managing district budgets that prioritize student academic improvement while maintaining fiscal responsibility. The successful candidate will bring expertise in designing scalable solutions and driving system change by developing programs, policies, and cultivating staff and district leadership to effectively pursue and achieve student academic improvement goals.

The USD 361 superintendent will have the expertise and experience to advance the district's new vision and foster a strong culture of continuous improvement to achieve the highest standards of excellence. The Board of Education took the first steps toward implementing this vision by listening to students, teachers, and the communities of the district to hear their concerns and what students need to know and be able to do when they graduate from USD 361. From those conversations, the Board of Education set achievable and aspirational SMART goals for academic improvement to ensure students who graduate from USD 361 Chaparral schools will be well prepared after graduation for a career or college.

The superintendent will oversee all district instruction and operations including:

District Leadership:

- collaborating with the President of the Board of Education, prepare and distribute the agenda for each board meeting. The Superintendent ensures the Board of Education is informed by providing timely, relevant information to support the board in making informed decisions grounded in best practices and the most current data available. The superintendent serves as an advisor to the board, offering updates on district operations, including committee work, data analysis, contracts, and other matters essential to effective governance.
- executing an overarching strategy to achieve district strategic goals established by the Board of Education. This includes providing vision, guidance, accountability, and support to the district leadership team, teachers, and staff. The superintendent engages with the community, creates collaboration and builds strong relationships with the public through respectful leadership, transparency, and providing confidence in decision-making through necessary challenges and changes.
- serving as information coordinator for the Board of Education. The superintendent provides the district, providing district employees and the public with the most up-to-date information regarding the safety concerns, policy changes, receiving and reviewing communications related to school affairs, consulting with individuals who have business with the Board of Education, and serving as the liaison for all official communications—transmitting information from the board to members of the instructional, administrative, supervisory, and custodial staff, and relaying communications from staff to the board.
- providing staffing recommendations, salary changes, and contract renewals for all employees, including certified personnel prior to the state-mandated deadline in coordination with the Board of Education.

- coordinating and leading collaborative efforts with the district leadership team and teacher committees to organize onboarding of new teachers and staff, grade-level and departmental meetings, ensuring horizontal and vertical alignment of the instructional program throughout the district. (Supervision/Collaboration with: Building Principals, Teachers, Staff)
- coordinating and meeting district compliance requirements mandated by the Kansas State Department of Education and the Kansas State Legislature; providing ongoing updates and professional guidance on legislative changes, policy updates, and best practices successfully.
- developing and implementing a comprehensive plan for the effective operation and maintenance of district technology systems supporting district goals and mission, including overseeing the assessment of current technology, plans for technology needs of the schools and providing the Board of Education with informed recommendations to address those needs successfully. (Supervising: Technology Director)

Instructional Leadership:

- promoting a positive organizational culture grounded in professional respect, innovation, collaboration, and a shared purpose for continual improvement; leading and supporting professional development, shared accountability, and collaborative problem-solving for the district leadership team and teachers, including in-service programming, development conferences, and professional development opportunities for certified and non-certified staff to ensure instructional excellence and alignment with the Board of Education's goals and the overall mission of the district successfully. (Supervision/Collaboration with: Building Principals, Teachers, Staff)
- possessing in-depth knowledge of curriculum and instructional matters with a relentless focus on student achievement and engagement, serving as an anchor for district educational excellence and continuous improvement, providing thoughtful, visionary leadership for the district leadership team, teachers, and staff, leading revision and implementation, ensuring compliance with state standards, district college and career readiness goals, and priorities successfully.
- overseeing accountability and evaluation of instructional staff to enhance teaching effectiveness, academic excellence, and support continuous improvement and best practices in classroom instruction successfully. (Supervising: Building Principals)

Budget/Financial Management Leadership:

- preparing and presenting a comprehensive district budget to the Board of Education at an agreed upon time by the board prior to August 1 budget review meeting, ensuring district priorities, financial responsibilities, and funding limitations. Provide budget updates biannually—or as requested— including reports of budget balances in all established categories are presented to the board, ensuring full compliance with state and legal requirements, annual audit, alignment with the Building Needs Assessment findings, and consistency with the goals and priorities established by the board successfully. (Supervising: Business Manager; Accounts Payable)

- implementing and maintaining sound fiscal budget practices to fulfill federal, state requirements and annual auditing requirements successfully. (Supervising: Business Manager; Accounts Payable)
- Maintaining a set of monthly reports to the Board of Education so that the board may provide feedback to the Business Manager and Superintendent while documenting the financial status of the district, including each school, department, personnel, administration, etc.
- fiscal management of, and full disclosure of district supplies for district operation within boundaries of budgetary constraints, guaranteeing students have a safe and fully equipped learning environment. (Supervising: Business Manager; Accounts Payable)

Facilities and Transportation Leadership:

- overseeing, planning efficient and effective use of all district facilities (buildings and grounds), property, and funds to ensure students are afforded a quality educational environment and experience.
- providing recommendations to the Board of Education and coordinate plans for the upkeep of facilities and grounds, executing plans as directed by the board in collaboration with facilities consultants (Architects and/or trades professionals). (Supervising: Building & Grounds Director)
- overseeing a district transportation plan to ensure students' and district activities' needs are met with safety as the highest priority, and sound fiscal responsibility considered. (Supervising: Transportation Director)
- ensuring efficient, economical operation of the school cafeterias, overseeing the purchasing of food supplies and equipment. (Supervising: Food Service Director)

Salary Information: Commensurate with experience and requirements of position.

Application Requirements:

- **Cover Letter** tailored to the superintendent position at USD 361, addressing your experience and expertise as an educational entrepreneurial leader with financial expertise, and a focus on academic improvement and fiscal responsibility.
- **Current resume/CV**
- **Kansas State Board of Education District Leadership License Certificate** (copy)
- **Three references:** Letter with contact Information:
 - Supervisor
 - Colleague
 - Direct Report

We invite you to submit *additional* materials that support your candidacy by showing your proven track record:

- Educational Entrepreneurial Leadership Initiatives (improving academic outcomes, staff development, career/college preparation, etc.)
- Financial/Budget Acumen (budget processes, auditing process, etc.)

Candidates should not contact board members directly. Questions and application materials (email only) should be sent to the search consultant: Dr. Tracy Frederick: tracy.frederick@ksbrc.org. Review of applications will begin on August 20th.