



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION**

**POSITION TITLE:** Superintendent of Schools  
**JOB CODE:** A-001  
**CLASSIFICATION:** Exempt  
**SALARY BAND:** Contract as established with The School Board of Broward County, Florida  
**CONTRACT TERM:** As Negotiated  
**REPORTS TO:** The School Board of Broward County, Florida  
**CONTRACT YEAR:** Twelve Months

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**POSITION GOAL:**

To develop, establish, and maintain a program and an environment for the delivery of quality education which will enable students to become self-sufficient, productive, and contributing individuals in our society. To use evidence-based decision making that is results driven. To lead innovation and change through intellectual agility. To implement effective organizational strategies and utilize behaviors that motivate staff to work towards shared vision and goals. To build coalitions and engage with others effectively. To determine program effectiveness, by attaining annual and long-term academic goals and ensuring best practices for instruction and management. To manage the School District budget in a cost-effective manner which provides maximum return on money invested and protects all invested capital. To conduct all operations and lead a positive work environment in a manner that fulfills the mission statement of the District.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Superintendent of Schools shall carry out the essential performance responsibilities listed below.**

- The Superintendent shall be the Secretary and Executive Officer of the School Board and shall exercise all powers and perform all duties relating to the school system as provided by State Statutes as amended, Rules of the State Board of Education as amended, the Commissioner of Education, and School Board Policy as amended.
- Collaborate with the School Board and establish the vision and mission of the School District as well as the strategic plan.
- Recommend policies to the School Board that support student academic achievement, as well as the vision and mission of the District.
- Make recommendations to the School Board regarding operation of the School District and all fiscal management, including the preparation of the budget.
- Coordinate efforts of the Cabinet in establishing effective operations of all aspects of the School District.
- Communicate regularly and transparently with each Board Member, the Board as a whole, and all stakeholders.
- Conduct periodic audit of the total school program and advises the Board on recommendations for the educational advancement of the schools.
- Promote effective instructional programs that apply research-supported best practices in instruction and assessment to foster academic success for all students.
- Recruit and maintain exceptional staff for the District and schools and delegate authority appropriately while maintaining accountability.
- Recommend all personnel employed by the School Board, ensuring that the appropriate and qualified individuals are in place to support the strategic plan.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned consistent with the goals and objectives of this position, by the School Board of Broward County, Florida.

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- An earned master's degree from an accredited institution.
- A minimum of ten (10) years of experience in administration in education with a public School District, including three (3) years of Administration experience in a Central Office OR ten (10) years of experience as an executive/senior level with a large organization.
- Successful experience overseeing and directing, a multi-racial, multi-ethnic, and diverse socioeconomic population.
- Successful experience leading an organization and direct reports toward its primary goal and objectives.
- Successful working experience with a School Board, Executive Board, Board of Directors, or similar governing body.
- Ability to involve all segments of the community to build support and confidence in the public schools.
- Ability to work with diverse groups of people.
- Possess the leadership skills required to respond to the opportunities and challenges presented by an ethnically and culturally diverse community.
- Possess excellent people skills, and ability to present a positive image of the District and promote a professional environment for District employees and School Board.
- Strong leader, with effective oral, written communication skills, organizational and management skills.
- Computer skills as required for the position.

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- Doctorate degree.
- A minimum of seven (7) years of Administration experience in a Central Office in a School District of 30,000+ students.
- Three (3) years of experience as a Superintendent, Deputy Superintendent, Associate Superintendent, Area Superintendent, Assistant Superintendent, or comparable position.
- Bilingual skills.

**SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:**

The Superintendent works closely with members of The School Board of Broward County, District Leadership Team, students, local government entities, Florida Department of Education, parent organizations, industry, and service/community agencies to ensure the delivery of effective operational services that enhance the quality of education for the District.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits and/or contract amount shall be paid consistent with the School Board approved employment contract. Length of the work year and hours of employment shall be those established by the School Board.

**EVALUATION:**

Performance will be evaluated in accordance with the School Board approved employment contract.

**PUBLIC RECORDS EXEMPTION:**

Positions assigned to this job description are public records exempt according to provisions of FL§119.071.

Board Approved: 11/17/88 &

Adopted: 1/17/89

Board Approved: 10/26/93 &

Adopted: 12/7/93

Revised: 5/25/99

Approved as Amended: 6/25/99

Board Adopted: 12/16/03

Revised: 5/19/06

Board Approved as Amended: 2/7/2023