

Job Description
MILL VALLEY SCHOOL DISTRICT

SUPERINTENDENT

The Superintendent shall serve as the Superintendent of the Mill Valley School District. In that capacity, the Superintendent shall perform all services, acts, and functions necessary or advisable to manage and conduct the business of the District, subject at all times to state and federal laws and policies, rules, and direction of the Board.

ESSENTIAL FUNCTIONS:

The Superintendent shall perform the duties prescribed by the laws of the State of California and Board policy. The Superintendent shall act as Secretary to the Board as described in Education Code section 35025. In addition to the powers and duties described in Education Code 35035 and 35250, the Superintendent shall have such additional powers and duties as delegated to the Superintendent by the Board. In the performance of the Superintendent's duties, the Superintendent shall adhere to all Board policies, rules, regulations, ordinances, and direction, and all applicable state and federal laws.

As the chief executive officer of the District, the Superintendent shall implement all Board decisions and manage the schools in accordance with law and Board policies and shall have primary responsibility for making recommendations to the Board regarding all personal matters, including selection, assignment, transfer and dismissal of employees. The Board shall retain primary responsibility for formulating and adopting policies. The Superintendent may delegate any of the Superintendent's responsibilities and duties to other District staff but remains accountable to the Board for all areas of operation under the Superintendent's authority.

EDUCATION AND EXPERIENCE:

Required:

- Masters degree or higher with a record of continuous learning
- An educator with K-12 experience in California
- Holds a California Administrative Credential

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C driver's license and current auto insurance

ENVIRONMENT:

- Office environment
- Driving a vehicle to conduct work
- Evening or variable hours

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Ability to read a variety of materials.
- Sitting or standing for extended periods of time.

Agreement for Services: May 9, 2019