

SCHOOL DISTRICT OF ALTOONA

TITLE: Interim Superintendent

JOB ANALYSIS: The School District of Altoona regards the interim superintendent as an important limited-term position necessary to bridge the gap between the outgoing superintendent and the next long-term, incoming superintendent. His or her main roles are to prepare the school district for the upcoming change in District leadership and to set up the incoming superintendent for success. This highly qualified person will have experience as a successful superintendent, having been highly regarded by his or her previous staff and community. The Interim Superintendent position requires the ability, skills, and experience to quickly assume leadership of the District and develop productive relationships with a highly motivated staff and Board of Education. This person will have exceptional leadership and communication skills, having demonstrated a style similar to “servant leadership.” He or she will be a person of strength and unquestionable integrity. The interim superintendent will assume general superintendent duties with a focus on problem solving, morale-building, and redeveloping trust between staff and the administration/School Board as well as within the community.

This position is a limited-term, part-time position; three days per week. This is not a position for an applicant potentially seeking the long-term superintendent position.

REPORTS TO: Board of Education

COORDINATES WITH: Board of Education, committees, all staff, municipal officers, civic and business organizations, and the media.

ATTENDS OR PARTICIPATES IN: A wide range of community activities, along with participation in appropriate educational organizations, civic events and student performances/athletic events.

SUPERVISES: Administrative staff, directly; all teachers and non-certified staff, indirectly.

PERFORMANCE RESPONSIBILITIES: As assessed by the Board of Education, the interim superintendent’s job responsibilities will encompass the following:

- resolving existing conflicts or tensions before the long-term superintendent arrives
- maintaining the course and momentum of District programming
- enhancing the District, focusing on and growing the staffs’ strengths
- helping to manage a positive change in culture, seeking staff input, and monitoring and facilitating the change process
- making difficult decisions; though done in a well-considered, respectful, and transparent manner

- being transparent to staff (and all constituents) by stating goals and motives in relation to actions taken
- clearly communicating with staff the roles/responsibilities of a superintendent, helping them assess the qualities they would like to see in a long-term superintendent
- demonstrating and facilitating effective communication and leadership skills among staff and administrators
- re-establishing community support

EVALUATION: Performance of this job will be evaluated on an ongoing basis with the Board of Education.

TERMS OF EMPLOYMENT: Twelve (12) month; salary to be established by the Board.

QUALIFICATIONS & EDUCATIONAL REQUIREMENTS:

General Requirements:

1. Valid State of Wisconsin Superintendent's certification
2. Minimum of a Master's Degree and at least four years of administrative experience as a Superintendent, with five years teaching experience preferred

Adopted: 03/19/18