

SUPERINTENDENT-CSBO EMPLOYMENT CONTRACT

THIS EMPLOYMENT CONTRACT (the "Contract") made this 18th day of October, 2017, between the BOARD OF EDUCATION OF KENILWORTH SCHOOL DISTRICT NO. 38, COOK COUNTY, ILLINOIS, hereinafter referred to as the "Board," and DR. CRYSTAL LEROY, hereinafter referred to as the "Superintendent-CSBO."

WITNESSETH

A. EMPLOYMENT AND COMPENSATION

1. Contract Duration and Annual Salary

The Board hereby employs the Superintendent-CSBO for three (3) years, commencing on July 1, 2017, and terminating on June 30, 2020. The term "CSBO" refers to the title and role of Chief School Business Official pursuant to Section 10-22.23a of *The School Code*. The annual salary shall be TWO HUNDRED AND TEN THOUSAND DOLLARS (\$210,000) for the 2017-2018 contract year, payable in equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District. The Board will determine any base salary increase for subsequent contract years after its annual review and evaluation of the Superintendent-CSBO's performance as provided in paragraph F of this Contract. The Superintendent-CSBO is also eligible for a year-end merit bonus payment up to a maximum of five percent (5.0%) of her annual salary. Any merit bonus will be awarded based upon the Board's discretion after completing its annual assessment of the Superintendent-CSBO's performance before March 31 as provided in paragraph F.

2. TRS and THIS Contributions

In addition to the annual salary set forth in paragraph A.1 of this Contract, the Board shall make a contribution on behalf of the Superintendent-CSBO to the State of Illinois Teachers' Retirement System (TRS) in satisfaction of the Superintendent-CSBO's required retirement contribution to TRS. In addition, the Board shall pay the Superintendent-CSBO's required contribution to TRS for Teacher Retirees' Health Insurance (THIS). It is the intention of the parties to qualify all such payments paid by the Board on the Superintendent-CSBO's behalf as employer payments pursuant to Section 414(h) of the Internal Revenue Code. The Superintendent-CSBO does not have any right or claim to said amounts except as they may become available at the time of retirement or resignation from the State of Illinois Teachers' Retirement System. Both parties acknowledge that the Superintendent-CSBO did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to the State of Illinois Teachers' Retirement System, and that such contributions are made as a condition of employment to secure the Superintendent-CSBO's future services, knowledge, and experience.

3. Salary Adjustments

Any salary adjustments or modifications in the Superintendent-CSBO's compensation or fringe benefits made during the term of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but any such adjustment or

modification shall not be construed as a new contract with the Superintendent-CSBO or as an extension of the termination date of this Contract.

4. License

Throughout the term of this Contract, the Superintendent-CSBO shall hold a valid and current Illinois license endorsed to qualify her to act as Superintendent-CSBO of the School District.

5. Fitness for Duty Assessment

The Board may, at its discretion, require the Superintendent-CSBO to undergo a fitness for duty medical examination to assess and determine whether the Superintendent-CSBO is fit to perform the essential functions of her position. The Board shall select the physician for this examination and assessment.

6. Waiver of Tenure

The Superintendent-CSBO acknowledges that by accepting the terms of this multi-year Superintendent-CSBO's Employment Contract, the Superintendent-CSBO waives any right to tenure in the School District for the duration of this multi-year Contract pursuant to Section 5/10-23.8 of *The School Code*.

B. BENEFITS

1. Business Expenses

The Board shall reimburse the Superintendent-CSBO for reasonable monthly expenses incurred in the performance of her duties not to exceed \$500 without prior Board approval. Itemization shall be made by the Superintendent-CSBO of all monthly expenses incurred and receipts shall be submitted to the Board for review and approval.

2. Insurance Benefits

The Board will provide the Superintendent-CSBO with the following benefits under the District's insurance plans:

- a. Full-family health, dental, and long-term disability insurance coverage, as provided under the programs effective in the District;
- b. Term life insurance in accordance with the District's life insurance policy employee classifications, as provided under the program effective in the District; and
- c. Liability insurance, as provided to other administrators, and in accordance with Section 10-20.20 of *The School Code*.

3. Vacation

The Superintendent-CSBO shall be entitled to paid vacation of twenty (20) working days per contract year, to be used as mutually agreed upon by the Superintendent-CSBO and

Board. Vacation must be taken within the contract year, provided that any earned unused vacation days may be carried over into the following contract year with the approval of the Board. The Superintendent-CSBO shall also be entitled to all legal school holidays observed by the District. Winter, Spring, and Summer recess periods shall constitute working days unless specifically scheduled and credited toward the vacation days listed above.

4. Sick Leave

The Superintendent-CSBO shall be granted sick leave, as defined in Section 24-6 of *The School Code*, of seventeen (17) working days per contract year. Any accrued, unused sick leave days may be accumulated to a maximum of three hundred sixty (360) days. The Superintendent-CSBO shall not be entitled to payment for any accrued but unused sick leave upon separation of employment from the District for any reason.

5. Personal Leave

The Superintendent-CSBO shall be granted personal leave of five (5) working days per contract year. Any accrued, unused personal leave days shall be added to the Superintendent-CSBO's total accumulated sick leave. The Superintendent-CSBO shall not be entitled to payment for any accrued but unused personal leave upon separation of employment from the District for any reason.

6. Professional Meetings/Professional Development Activities/Membership Dues

The Board shall reimburse the Superintendent-CSBO for the cost (including reasonable travel expenses) of appropriate professional development activities, including participation in conferences, seminars, and workshops, and dues and membership fees to relevant professional organizations. The Superintendent-CSBO shall be encouraged to attend appropriate professional meetings and join appropriate professional organizations. Upon proper substantiation and prior Board approval, such costs of professional development activities and dues and membership fees shall be paid by the Board.

7. Tuition Reimbursement

The Superintendent-CSBO shall be allocated a maximum amount of two thousand, five hundred dollars (\$2,500) per contract year for tuition reimbursement for graduate coursework pre-approved by the Board.

C. POWERS AND DUTIES

1. Duties

The Superintendent-CSBO is the chief administrative officer of the School District. The Superintendent-CSBO is responsible for the effective operation of the District, general administration of all instructional business or other operations of the District, and for advising and making recommendations to the Board of Education with respect to such activities. The specific job description duties are attached hereto as Appendix B.

2. Professional Activities

The Superintendent-CSBO shall devote her efforts to the business of the School District and related professional activities. With the permission of the Board, the Superintendent-CSBO may engage in consultative work, lecturing, writing activities, speaking engagements, and other professional activities. The Superintendent-CSBO may not jeopardize the functioning of the School District by any lengthy and conspicuous absence for such professional activity.

D. STUDENT PERFORMANCE AND ACADEMIC IMPROVEMENT GOALS

The Superintendent-CSBO acknowledges that this multi-year Contract is a performance-based contract which includes the goals and indicators of student performance and academic improvement determined by the Board to measure the performance and effectiveness of the Superintendent-CSBO as mandated under Section 5/10-23.8 of *The School Code*. As part of the Superintendent-CSBO's annual performance evaluation, the parties shall meet to review the Superintendent-CSBO's progress towards attainment of the student performance and academic improvement goals established by the Board. The Superintendent-CSBO's performance goals for the 2017-2018 school year are set forth in Appendix A of this Agreement.

The Board will review and assess the Superintendent-CSBO's performance based upon the performance goals set forth in Appendix A, and any other evaluation criteria established by the Board. This Contract may be extended at the end of any contract year by mutual agreement of the Board and Superintendent-CSBO if the student performance and academic improvement goals set forth in Appendix A are successfully attained by the Superintendent-CSBO based upon the Board's review and assessment of the Superintendent-CSBO's performance.

E. TERMINATION

1. This Employment Contract may be terminated by:

- (a) Mutual agreement;
- (b) Permanent disability (as defined below);
- (c) Discharge for cause (as defined below);
- (d) Resignation, provided, however, the Superintendent-CSBO shall provide the Board at least six (6) months advance written notice of the resignation; or
- (e) Death.

2. Permanent Disability

The Board may terminate this Contract for reasons of permanent disability or incapacity at any time after the Superintendent-CSBO has exhausted her accumulated sick leave and vacation benefits or has been absent from her employment for a continuous period

of three (3) months or presents to the Board upon request a physician's statement certifying that the Superintendent-CSBO is permanently disabled or incapacitated. Such examination shall be performed by a physician licensed to practice medicine in all its branches, who is selected and paid by the Board. All obligations of the Board shall cease upon written notice of termination for permanent disability or incapacity, provided that the Superintendent-CSBO shall be entitled to a hearing before the Board if she so requests. The Board reserves the right to require the Superintendent-CSBO to submit to a medical examination, either physical or mental, whenever the Board deems the Superintendent-CSBO disabled. Such examination shall be performed by a physician licensed to practice medicine in all its branches, who is selected and paid by the Board. The physician shall prepare a detailed report of the state of the Superintendent-CSBO's physical and/or mental health and submit it to the Board of Education and the Superintendent-CSBO.

3. Discharge for Cause

Discharge for cause shall be for any serious misconduct, act, or failure to act by the Superintendent-CSBO which is materially detrimental to the best interests of the School District or for material breach of this Contract. Reasons for discharge for cause shall be given in writing to the Superintendent-CSBO, who shall be entitled to notice and an opportunity to request a hearing before the Board to discuss such causes. If the Superintendent-CSBO chooses to be accompanied by legal counsel, she shall be responsible for any costs involved. The Board hearing shall be conducted in closed session.

4. Early Termination

Should the Superintendent-CSBO's employment be terminated by the Board or the Superintendent-CSBO prior to June 30, 2020, for reasons other than disability or death under Section E.1. above, no further salary, payments, compensation or benefits shall be paid or payable to the Superintendent-CSBO under this Contract after the date of such termination.

F. EVALUATION

The Board shall review the Superintendent-CSBO's performance no later than March 31 of each contract year. The performance evaluation shall include, but not be limited to, the Superintendent-CSBO's progress toward the attainment of the student performance and academic improvement goals set forth in Appendix A of the Agreement, administration of personnel, communications with the Board, and other job description duties set forth in the position job description attached as Appendix B, and such other evaluation criteria or performance goals established by the Board. The Board shall provide its appraisal of the Superintendent-CSBO's performance to the Superintendent-CSBO in writing. The Superintendent-CSBO shall be responsible for notifying the Board of the responsibility to evaluate her no later than the April Board meeting of each year. In addition, the Superintendent-CSBO shall provide the Board with a self-evaluation of performance by the May Board meeting of each year.

G. NOTICE

Any notice or communication permitted or required under this Contract shall be in writing and shall become effective on the day of mailing thereof by first class mail, registered, or certified mail, postage prepaid, addressed to:

- (a) If to the Board: Mrs. Melinda Kelly, School Board President
514 Abbotsford Road
Kenilworth, IL 60043

- (b) If to the Superintendent-CSBO: Dr. Crystal LeRoy
545 N. Dearborn
Chicago, IL 60654

(or to the last known address of the Superintendent-CSBO contained in the official School business records).

H. MISCELLANEOUS

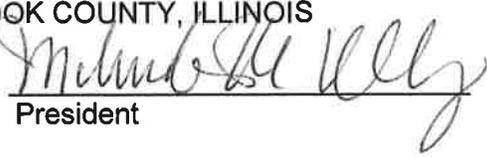
1. This Contract has been executed in the State of Illinois and shall be governed in accordance with the laws of Illinois. If any portion of this Contract is deemed unlawful or unenforceable, the remainder of the Contract shall remain in full force and effect.
2. Paragraph headings and numbers, and page numbers have been inserted for convenience of reference only, and if there is any conflict between such heading or numbers and the text of the Contract, the text shall control.
3. This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.
4. The Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, including the 2015–2017 Superintendent-CSBO Employment Agreement, and any other arrangements and communications between the parties concerning such subject matter, whether oral or written.
5. Except as may otherwise be provided herein, no subsequent alteration, amendments, change or addition to this Contract shall be binding upon the parties unless reduced in writing and duly authorized and signed by each of the parties.
6. The Contract shall be binding upon and inure to the benefit of the Superintendent-CSBO, her successors, assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the Board, its successors, and assigns.

IN WITNESS WHEREOF, the parties have executed this Contract this 18th day of October, 2017.

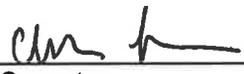
SUPERINTENDENT-CSBO

**BOARD OF EDUCATION OF KENILWORTH
SCHOOL DISTRICT NO. 38
COOK COUNTY, ILLINOIS**

By: 
Dr. Crystal LeRoy

By: 
President

ATTEST:

By: 
Secretary

SUPERINTENDENT GOALS

APPENDIX A

SUPERINTENDENT-CSBO'S PERFORMANCE GOALS FOR 2018-2019

The Superintendent-CSBO acknowledges that, pursuant to *The School Code*, Section 10-23.8, this multi-year contract is subject to performance goals. As part of the annual evaluation process set forth in paragraph F of this Agreement, the parties shall meet to review the Superintendent-CSBO's progress towards achievement of the performance goals. The Superintendent-CSBO shall strive to develop and maintain excellent overall financial and administrative management of the District, improve student performance and promote academic improvement at The Joseph Sears School, and recruit, retain and foster an excellent faculty and staff by the following methods, including but not limited to:

Vision and Values

The Superintendent provides a clear and compelling vision for the district, aligns district programs to the broader vision and upholds high expectations for all stakeholders.

Measurable Outcomes:

1. The relationship between the Board of Education and Superintendent sets the tone for the entire Joseph Sears School community. As the leader in championing the Joseph Sears School, the Superintendent will communicate effectively and build trust with the Board of Education by developing opportunities to improve the Board/Superintendent relationship, as well as Board governance and communication procedures.
 - a. By December 31, 2018, the Superintendent will schedule a meeting with each Board member to gather feedback on areas of strengths and growths related to significant matters of The Joseph Sears School. A summary report and action plan will be provided at the January Board meeting.
 - b. By December 31, 2018 the Superintendent will meet with each subcommittee to establish the purpose, roles & responsibilities and 2018-2019 areas of focus for each subcommittee.
 - c. By January 30, 2018, the Superintendent shall present a revised comprehensive communication plan with messaging to foster community understanding of the District which will include:
 - i. Communications framework
 - ii. Annual calendar of communications/publications

Presented September 20, 2018

Revised October 18, 2018

Presented December 10, 2018

Page 1

- iii. Detail behind each communication including timeline and responsible party
 - iv. Alignment with the District's key differentiators (visual identity, images and strategic values)
 - d. By March 30, 2019, the Superintendent will schedule a progress meeting with each Board member to gather feedback on areas of strengths and growths related to significant matters of The Joseph Sears School. A summary report and action plan will be provided at the April Board meeting.
 - e. By April 30, 2019, the Superintendent will schedule an exit interview with the departing Board members to gather final feedback. This information will be used to help inform the New Board member training sessions.
 - f. By June 30, 2019, the Superintendent will explore and participate in three or more leadership focused professional development opportunities. The Superintendent will reflect on the learning experiences, 'train the trainer' with Cabinet and incorporate new skills and practices into current leadership role.
 - g. By May 30, 2019, the Superintendent will update and conduct New Board member training to include previous Board member feedback, as well as feedback from the exit interviews.
 - h. By June 15, 2019, the Superintendent will schedule a year-end meeting with each Board member to gather feedback on areas of strengths and growths related to significant matters of The Joseph Sears School. A summary report and action plan will be provided at the June Board meeting.
2. Develop and communicate the final phase of the Strategic Plan: *The Story of Sears School* by March 31, 2019.
- a. By December 31, 2018, determine how the District will complete the final phase of the Strategic Plan process.
 - b. By February 28, 2019, develop *The Story of Sears School*.
 - c. By March 31, 2019, communicate *The Story of the Sears School* to the Joseph Sears School Community.

Educational Leadership

The Superintendent guides educational programs, makes informed decisions using data and other factors, and implements effective change.

Measurable Outcomes:

Presented September 20, 2018

Revised October 18, 2018

Presented December 10, 2018

Page 2

3. Conduct a comprehensive evaluation of all facets of the District education delivery model to ensure alignment to the core values, mission and vision of The Joseph Sears School.
 - a. The Superintendent will lead the process of engaging the entire Kenilworth community to develop a Portrait of a Sears Graduate, detailing the specific skills and competencies for students graduating from The Joseph Sears School no later than 11/30/18.
 - b. The Superintendent shall jointly produce an educational delivery audit detailing a comprehensive evaluation of the District's educational delivery model no later than 1/30/19.
 - c. The Superintendent shall jointly develop an action plan to address the findings of the educational delivery audit no later than 5/30/19.

4. Ensure adequate and high-quality classroom coverage throughout the building so as to maintain continuity of education in the event of teacher absences.
 - a. The Superintendent will lead the process to utilize data on substitute coverage in order to develop a plan in collaboration with teachers to ensure all students receive quality instruction every day. The plan, will incorporate research-based strategies for increasing the sub pool and reducing the reliance on instructional assistants. A mid-year progress report and action plan for the remainder of the school year will be provided by the January Board meeting. A year-end report and action plan for the next school year will be provided by the June Board meeting.

Community Engagement

The Superintendent is the voice of the district and communicates with and involves stakeholders in realizing the district's vision.

Measurable Outcomes:

5. Increase community trust and involvement in The Joseph Sears School by providing the Kenilworth community with opportunities for dialogue and engagement.
 - a. The Superintendent will facilitate meaningful monthly opportunities to gather community input and involve the community in the priorities of the District throughout the 2018-2019 school year.
 - b. The Superintendent shall actively recruit community members and organizations to form a community advisory committee to weigh in and discuss significant matters of The Joseph Sears School. The committee shall be formed no later than 9/28/18.
 - c. The Superintendent will arrange a community event that involves planning and participation from students, faculty and community members no later

Presented September 20, 2018

Revised October 18, 2018

Presented December 10, 2018

Page 3

than 4/30/19.

- d. The Superintendent shall utilize data and/or community feedback to evaluate the success of the community social gathering no later than 6/15/19.
- e. The Superintendent shall strengthen visibility and opportunities to build relationships with the parent community through increasing attendance with daily school operations and other community events throughout the school year.
- f. Increase the satisfaction levels of parents and faculty by 5 percent in the areas of administrative communication and respect. This will be measured by combining the number of strongly agree and agree responses on the 2017-2018 annual surveys and comparing that number to the number of similar responses on the 2016-2017 annual surveys. The following questions will be used to measure this goal:
 - o The Administrators respect and support the teachers and staff at my school.
 - o The Administration, teachers and staff communicate with each other effectively.
 - o The Administration communicates with parents in a timely manner.
- g. Offer community stakeholder (representation group) the opportunity to provide direct feedback on the Superintendent's leadership through a 360-degree evaluation.

Management and Operations

The Superintendent guides operations, manages resources, recruits and retains highly effective personnel and creates an equitable accountability system for all employees.

Measurable Outcomes:

6. Demonstrate leadership in exploring a range of options for facilities improvements that align with the District's Strategic Plan.
 - a. By February 28, 2018, in collaboration with the Building and Finance Subcommittee, the Superintendent shall research educational programming needs and develop a comprehensive facilities plan that will enhance the delivery of these goals.
 - b. By March 30, 2018, the Superintendent shall provide a recommendation for a facilities improvement plan to the Board of Education.
 - c. The Superintendent shall keep all stakeholders involved in the development and progress toward projects outlined in the master facilities

Presented September 20, 2018

Revised October 18, 2018

Presented December 10, 2018

Page 4

plan throughout the 2018-2019 school year.

7. Align the Sears internal systems and infrastructure in order to ensure all operations are efficient and effective.
 - a. The Superintendent shall evaluate the existing internal systems and procedures and provide a report and action plan on ways to improve general internal operations by 5/1/19.

Administration

Superintendent/Chief School Business Official

The Superintendent is the chief executive officer of the school district and reports directly to the Board of Education. The Superintendent provides leadership and supervision for all functions of the school district. All other district employees are under the Superintendent's supervision. The Superintendent may establish a cabinet including other administrators such as the Principal, Director of Student Services and Chief Education Officer.

QUALIFICATIONS:

1. Licensure as required by the Illinois State Board of Education.
2. Such other qualifications of academic, professional and personal excellence as the Board may specify.

MAJOR POLICY RESPONSIBILITY:

The Superintendent of the district recommends policies to the Board of Education and develops policies as recommended by the Board. The Superintendent is responsible for implementing newly adopted policies and ensuring that the overall operation of the school adheres to established Board of Education policies, along with state, county and local compliance requirements. The Superintendent is the steward for all current policies and regulatory guidelines.

KEY FUNCTIONS:

A. VISION AND VALUES

The Superintendent provides a clear and compelling vision for the district, aligns district programs to the broader vision and upholds high expectations for all stakeholders.

The Superintendent shall:

- Develop and articulate a vision and clear direction for the district in collaboration with the Board of Education
- Implement and oversee an effective strategic planning process that includes setting rigorous and attainable goals for the district, aligning these goals with existing plans, including meaningful progress indicators and reviewing and revising goals as necessary
- Provide leadership to administrators and supervise the school management processes
- Create a culture of continuous improvement and set an example for ongoing professional growth by participating in professional development opportunities
- Participate in local, state and national professional organizations, including attendance at conferences and institutes
- Maintain high expectations for school performance and for students, faculty and staff
- Provide leadership and direction in board / administration relations. Recommend policies on personnel, organization, finance, instruction, and other functions of the school system

B. COMMUNITY ENGAGEMENT

The Superintendent is the voice of the district and communicates with and involves stakeholders in realizing the district's vision.

The Superintendent shall:

- Communicate timely and relevant information to all stakeholders to build trust, provide actionable guidance on personnel and programs and demonstrate responsiveness to situations that arise
- Involve key constituents to facilitate a shared goal setting process, provide relevant school data, and to communicate timely and relevant information to personnel
- Establish ongoing collaborations to align stakeholders behind a common vision, and respect and establish methods for student-centered decision making
- Establish appropriate internal school district communications
- Keep the school community informed about current educational practices, educational trends, and the policies, progress and significant matters in the school
- Build and maintain positive relationships within the school community
- Respond promptly to staff and community concerns
- Work to maintain a strong external reputation of the school

C. EDUCATIONAL LEADERSHIP

The Superintendent guides educational programs, makes informed decisions using data and other factors, and implements effective change.

The Superintendent shall:

- Be the primary educational leader for the district by prioritizing personalized learning, student growth and effective instructional practices
- Have deep knowledge in many aspects of educational leadership and continually update one's knowledge as trends and mandates change. Stay current with research and data around enhancing the learning experience for students
- Continually evaluate programs for effectiveness, analyze data for growth and set goals for continuous improvement of the faculty, staff and students
- Direct the work of appropriate administrators and staff in the evaluation, development, and implementation of curriculum and the improvement of instruction, and recommend needed curriculum revisions to the Board for approval
- Prioritize professional growth opportunities for administrators, faculty and staff that enhance the delivery of education for the students
- Oversee the evaluations for faculty and staff to ensure the use of best practices and a robust process
- Provide instructional programming and support services for all students in the District in compliance with the state, county and local guidelines (question: do we need to include federal?)

D. MANAGEMENT AND OPERATIONS

The Superintendent guides operations, manages resources, recruits and retains highly effective personnel and creates an equitable accountability system for all employees.

The Superintendent shall:

- Effectively allocate time, money, personnel and resources in alignment with district goals for all students
- Develop and supervise the school district's business and financial program
- Prepare the annual budget
- Provide a system for financial accounting and control
- Procure equipment, supplies and materials in accordance with Board Policy
- Report to the Board the financial status of the district
- Recommend to the Board of Education the selection and employment of administrative, instructional and support staff; assign the staff; evaluate performance per Board Policy
- Plan negotiations with staff on compensation and working conditions
- Provide and implement a plan of evaluation for employees of the district and personally evaluate certain administrative personnel
- Ensure compliance with all state, county and local regulatory requirements
- Keep abreast of changes to mandates, school governance and policies, legal requirements and compensation/retirement system at the state level
- Maintain and update the facilities based on educational priorities and in compliance with federal, state, county and local requirements

PHYSICAL DEMANDS:

This position requires physical ability to carry out the following activities, with or without reasonable accommodation:

1. Gaining access to all areas of a school instructional site
2. Communicating with others (talking, hearing, keyboarding and handwriting)
3. Observing instructional activities (seeing, listening to oral interpretation)
4. Facilitating delivery of materials and equipment to appropriate sites

TEMPERAMENT:

This position requires temperamental suitability in the following areas:

1. Adaptability to performance of a variety of duties, without loss of efficiency or composure
2. Ability to accept responsibility for direction, control or planning of an activity
3. Adaptability to dealing with people beyond giving and receiving instructions
4. Adaptability to making of generalizations, evaluations or decisions based on sensory or judgmental criteria

CAPACITY AND ABILITY REQUIREMENTS:

In order to learn or perform duties adequately, the following are required:

1. *Intelligence*: General learning ability; ability to understand instructions, concepts and underlying principles; ability to reason and make judgments
2. *Verbal skills*: Ability to understand meanings of words and ideas associated with them, and to

- transfer understandings to individuals and groups as necessary
3. *Numerical skills*: Ability to perform arithmetical operations quickly and accurately
 4. *Manual dexterity*: Ability to perform manual functions easily

WORK CONDITIONS:

Normal working environment. The Superintendent may be required to supervise activities in extreme heat or cold or in extreme weather conditions.

GENERAL REQUIREMENTS:

This job description is intended to describe the general nature and level of work to be performed by those assigned to this position. It is not intended to be a complete list of responsibilities, skills and duties required of the Superintendent.

TERM OF EMPLOYMENT:

12-Month

EVALUATION: The position is evaluated by the Board of Education.