SCHOOL DISTRICT OF MARION COUNTY

JOB CLASSIFICATION DESCRIPTION

LEVEL/POSITION: **DISTRICT SCHOOL SUPERINTENDENT**

REPORTS TO: **SCHOOL BOARD OF MARION COUNTY**

POSITION SUMMARY:
To serve as the Chief Executive Officer of Marion County Public Schools, providing strategic leadership, vision, and direction for all educational and operational functions of the district. The Superintendent is responsible for ensuring the safe, effective, and efficient operation of schools, advancing academic excellence, and fostering a culture of accountability, innovation, and community trust.

ESSENTIAL FUNCTIONS:
NOTE: These examples are intended only as illustrations of the various types of work performed in a position allocated to this class. The omission of specific statements of duties **does not exclude** them from the position if the work is similar, related, or a logical assignment to the position.

- Manifest a professional code of ethics and values at all times.
- Serve as a visible, present, and accessible leader across the district, maintaining strong, trusting relationships with employees, students, families, and community partners.
- Provide visionary leadership that advances academic excellence, operational efficiency, and fiscal responsibility while promoting a culture of integrity, collaboration, and accountability districtwide.
- Collaborate with the School Board to develop, implement, and monitor the district's mission, vision, and strategic plan, ensuring alignment with community values and long-term district priorities.
- Build trust and foster positive relationships across all stakeholder groups by demonstrating transparency, authenticity, and consistent communication, including the ability to clearly articulate the 'why' behind decisions.
- Oversee all instructional, financial, operational, human resources, safety, and support service functions to ensure compliance with state and federal law and alignment with district goals.
- Direct the preparation, presentation, and administration of the annual district budget, ensuring fiscal integrity, strategic allocation of resources, and proactive financial planning.
- Lead the implementation, evaluation, and continuous improvement of academic programs to ensure equitable opportunities, high-quality instruction, and strong student outcomes.
- Build and sustain a high-performing leadership team by identifying, recruiting, developing, mentoring, and retaining effective educators and administrators.
- Promote a collaborative, team-oriented leadership culture grounded in servant leadership, shared decision-making, and respect for the contributions of all employees.

- Utilize data-driven decision-making to identify challenges, anticipate future needs, and proactively develop solutions that support district growth, instructional improvement, and operational effectiveness.
- Communicate effectively with internal and external audiences, serving as the district's chief spokesperson and strengthening public confidence in the school system.
- Recommend policies, procedures, and initiatives that support student success, staff effectiveness, community engagement, and organizational stability.
- Ensure adherence to all collective bargaining agreements and applicable labor laws.
- Recommend the appointment, transfer, suspension, or termination of personnel as required by law and policy.
- Engage with state legislators and local government officials to advocate for policies and funding that support district priorities, staff needs, and student well-being.
- Maintain a consistent presence in schools, community events, and district activities to strengthen relationships and demonstrate commitment to students and staff.
- Monitor community trends, demographic changes, and operational demands to plan proactively for student enrollment growth, infrastructure needs, and resource allocation.
- Perform other duties as assigned by the School Board consistent with statutory authority and district priorities.

SKILLS AND ABILITIES:

This position typically requires certain knowledge, skills, aptitude, training, and previous experience. Example(s):

- Accuracy – Ability to perform work accurately and thoroughly.
- Collaborative Nature – Ability to work with others in a collaborative format to achieves a common goal(s).
- Communication – Ability to communicate effectively with others orally and in writing. Exhibit good listening and comprehension skills. Keep others adequately informed. Select and use appropriate communication methods.
- Problem Solving – Ability to find a solution for or to deal proactively with work-related problems.
- Technical Aptitude – Ability to comprehend complex technical topics and specialized information.
- Working Under Pressure – Ability to complete assigned tasks under stressful situations in a timely manner.

PHYSICAL REQUIREMENTS:

L – Light Work: Required to push, pull, or lift up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects.

PHYSICAL ACTIVITIES:

Balancing	Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or moving surfaces.
Bending	Lowering the body forward from the waist.
Climbing	Ascending or descending stairs, ramps, etc., using feet and legs and/or hands and arms.
Crawling	Moving about on hands and knees or hands and feet.

Crouching	Bending the body downward and forward by bending the leg and spine.
Dexterity	Utilize hands and fingers to operate a computer keyboard, mouse, and power tools, and to handle other computer components.
Grasping	Applying pressure to an object with the fingers and palm.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal volume levels.
Kneeling	Bending legs at knee to come to a rest on knee or knees.
Reaching	Extending hand(s) and arm(s) in any direction.
Repetitive Motion	Substantial and continuous movements of the wrists, hands, and/or fingers.
Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet, particularly for sustained periods of time.
Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Twisting	Moving body from the waist using a turning motion.
Visual Acuity	The power to see at a level that allows reading of numbers and text, operation of equipment, and inspection of machines, etc.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.

WORKING CONDITIONS:

Heat	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
Indoors/Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
Noise	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.

POSITION QUALIFICATIONS:

Education –Master's degree from an accredited educational institution in Education, Business, Communication, Public Relations or related field. Doctoral degree preferred.

Experience – Minimum of ten years of administrative experience with a public School District, including three years of administrative experience in the Central Office OR ten years of experience as an executive/senior level administrator within a large organization.

Demonstrated track record of success required in:

a) Leading multiple strategic initiatives simultaneously.
b) Coalition and relationship building across a diverse group of stakeholders.
c) Leading significant cross-functional initiatives in diverse and complex organizational settings.
d) Leading in an achievement-oriented and fast-paced environment.

Experience working directly with elected officials, superintendents, executive cabinet leaders, school board members, city/county managers, non-profits or community representatives, strongly preferred.

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Computer Skills – Basic understanding and knowledge of use of current technology, as required for the position.

Certificates and/or Licenses – Eligible for Florida Certification in Educational Leadership or School Administration. Must become and maintain an active membership with the Florida Association of District School Superintendents (FADSS). Must complete the Superintendent Special Certification Program through FADSS within the first four years of employment. Must possess a valid Florida Driver's License or obtain within 30 work days and the ability to drive.

SALARY SCHEDULE – Administrative – Superintendent (Contracted Position)

Board Approved: 01/13/26