



Hemphill Independent School District
Superintendent Job Posting

The Hemphill Independent School District seeks an innovative educational leader dedicated to student outcomes to serve as Superintendent of Schools beginning July 2022. Hemphill ISD is nestled in the Piney Woods of Deep East Texas with much of its approximately 400 sq miles bordering the beautiful Toledo Bend Lake. Hemphill ISD is a TEA designated District of Innovation that serves approximately 900 students on 3 campuses, all located in one convenient location. Home to the fighting Hornets, Hemphill ISD is the largest school district in Sabine County. It is classified by UIL as a 3-A district and successfully competes in all UIL sponsored activities. In addition to UIL academic programs and quality athletic teams, the school district also has an outstanding band program. The school district is truly a focal point of the community and enjoys widespread support. Hemphill ISD is country living at its best with friendly people who support the schools.

The mission of the Hemphill Independent School District is to equip all students in a safe learning environment with the skills necessary to lead productive and satisfying lives.

Job Requirements:

- *Masters Degree in educational administration from an accredited college or university
- *Valid Texas Superintendent Certificate
- *Five years of leadership in school administration in a Texas school district
- *Willing to reside in the school district

Apply to: Hemphill ISD
Attn: Kelli Barnett
P.O. Box 1950
Hemphill, Texas 75948
kelli.barnett@hemphillisd.net

Apply by providing 1 copy of application packet via e-mail, mail, or hand delivery.

Applications Must Be Received By April 21, 2022

Application submission:

Please include the following with your submission:

- *Letter of interest, inclusive of statement of educational philosophy and summary of major educational accomplishments
- *Current resume
- *Copy of valid Texas superintendent certificate
- *Copy of all other professional certificates
- *3 references
- *Copy of transcript indicating degrees obtained
- *Daytime and evening telephone numbers
- *All applications will be treated confidentially and only the Lone Finalist will be revealed.

Major Responsibilities and Duties:

Instructional Management

- 1. Be informed about all aspects of the instructional program and ensure that there is a continuous focus on improving student academic performance.**
- 2. Work with the staff, board, and community to plan curriculum.**
- 3. Develop, evaluate, and revise the district improvement plan annually with the assistance of the district-level committee.**
- 4. Prepare reports and assist the board in evaluating the effectiveness of school programs.**

School or Organization Morale

- 5. Demonstrate skill in anticipating, managing, and resolving conflict.**
- 6. Provide for two-way communication with district personnel.**

School or Organization Improvement

- 7. Conduct periodic evaluations of all programs and operations to determine improvements needed to reach goals of district and campus improvement plans.**
- 8. Use a collaborative decision-making and problem-solving process when appropriate.**
- 9. Promote goal-oriented performance and support the achievement of campus performance objectives (academic excellence indicators).**

Personnel Management

- 10. Recommend the number and types of positions needed to carry out district functions effectively and organize the district's central administration.**
- 11. Promote a positive work environment that fosters high staff morale and excellence in the District.**
- 12. Employ non-contractual personnel. Recommend contractual personnel for employment.**
- 13. Assign and reassign all personnel. Exercise final authority over transfer of educators due to enrollment shifts or program changes.**
- 14. Define the duties of all personnel.**
- 15. Direct and supervise the staff evaluation program.**
- 16. Initiate the termination or suspension of employees or non-renewal of term-contract personnel. Dismiss non-contractual personnel.**
- 17. Serve as liaison between the board and staff.**
- 18. Develop and recommend pay systems, pay increases, or pay adjustments for personnel. Administer pay systems.**
- 19. Support all professional development activities.**

Management of Fiscal, Administrative, and Facilities Functions

- 20. Be informed of developments in state, federal, and local laws and changes in public policy affecting education.**
- 21. Develop administrative procedures and regulations to manage school operations and implement policies adopted by the board.**
- 22. Accurately prepare and submit in a timely manner all reports required by the board, the Texas Education Agency, and other federal and state agencies and any records subpoenaed by a court of law.**
- 23. Prepare and submit annual proposed budget to the board.**
- 24. Direct and supervise all financial accounting and ensure that funds are spent in accordance with the approved budget and managed effectively.**
- 25. Ensure compliance with all applicable state and federal requirements.**

26. **Ensure that the school plant and facilities are properly maintained and that adequate provision is made for the safety of students, employees, and other users of school facilities.**
27. **Monitor district property, casualty, and workers' compensation loss experience to ensure that appropriate risk management and loss control strategies are employed.**

Student Management

28. **Ensure a favorable education environment through the implementation of an equitable and effective system of student discipline management.**
29. **Work with staff, board, and community to plan and implement support services for students.**

Professional Growth and Development

30. **Formulate, with the board, an annual professional development plan and assist the board in designing a process for evaluating the superintendent's performance.**
31. **Pursue professional development through reading, attending conferences, and involvement with related agencies or organizations.**

School or Community Relations

32. **Develop and implement effective communication between the schools and community. Promote community support and involvement with the schools.**
33. **Represent the district in activities involving other school systems, institutions, agencies, and professional or community groups.**

Board Relations

34. **Assist the board in identifying individual and team training needs and in arranging training opportunities.**
35. **Prepare board agendas and meeting materials in cooperation with the board president.**
36. **Attend and participate in all board meetings except closed meetings from which the Superintendent is excluded, such as when the board wants to discuss the Superintendent's contract or evaluation privately.**
37. **Keep the board continuously informed on issues, needs, and operation of the district.**
38. **Recommend policies to the board for adoption and oversee the implementation of adopted policies.**
39. **Exercise discretion and judgment in matters not covered by board policy.**
40. **Interpret board policies to the staff and community and implement them accordingly.**
41. **Serve as custodian of all board minutes and records.**
42. **Communicate with the district's attorney on matters in litigation or matters potentially in litigation except as otherwise directed by the board.**