



3300 East Palmdale Blvd.  
Palmdale, CA 93550  
(661) 273-3680  
[www.tpaa.org](http://www.tpaa.org)

## Job Description: Superintendent

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**Classification:**

Salary, exempt

**Salary Grade:**

\$175,000 - \$210,000 Negotiable depending on experience

The Palmdale Aerospace Academy provides a benefit package including medical, dental, vision and contributions to retirement.

**Reports to:**

The Board of Directors

**Job Description:**

Under direction of The Palmdale Aerospace Academy Board of Directors President the Superintendent creates, nurtures and maintains the school's mission and vision. The Superintendent will lead, guide and direct the administration, instructional and supportive services teams in setting and achieving the highest standards of excellence in developing and maintaining the best possible educational programs and services for each individual student enrolled. The successful candidate must have the background, skills and abilities to grow, take on challenges and provide excellence in educational leadership.

**Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Meet with Board Chair person weekly.
- Advises the Board on the need for new and/or revised Board policies and ensures that all policies are uniformly implemented, followed.
- Advises Board on a wide range of issues and recommendations on all matters requiring the Board action, placing before the Board such necessary and helpful facts, information and reports.
- Keeps Board up-to-date of all current and proposed legislation effecting Charter and Public Schools.
- Serves as the instructional leader of the school within the community and The Academy.
- Provides leadership and management to school leadership team through overseeing school development, operations, educational standards and student achievement.
- Successful experience in unifying, motivating, developing, supporting, empowering and trusting a high performing team of both certificated and classified staff.
- Works with the Board to develop and manage an annual operating budget.
- Develops, creates, and maintains oversight of academic programs and collaborates with the principals, and directors to ensure quality and successful academic performance.

- Ensures positive, safe learning school environment for all students.
- Plans and implements professional development for administrators, teaching staff, and classified staff.
- Attends professional development and implements research-based best practices in the fields of curriculum, instruction, learning, finance and business.
- Maintains fiscal accountability and oversight of daily operations and finances.
- Engages stakeholders actively and effectively in sharing responsibility for planning, and problem solving at the school.
- Serves as primary voice within the school community in articulating a vision of learning congruent with The Palmdale Aerospace Academy Vision and grounded in principles of equity and high ethical and moral standards.
- Plans, develops and maintains effective and productive relationships with the community and the authorizing District.
- Demonstrates professionalism across all areas of responsibility and authority.
- Develops leadership capacity assistant with the assistant principals and other potential candidates.
- Responds to political, social, economic, legal and cultural contexts as they relate to the school.
- Creates strong results oriented core of executive leaders.

#### **Professional Requirements:**

- Adhere to dress code, appearance is neat and clean.
- Complete annual training requirements.
- Maintain confidentiality at all times.
- Provide excellent customer service.
- Work with a diversity of individuals and/or groups.
- Proper business telephone etiquette.
- Report to work on time and as scheduled.
- Wear identification (ID badge) at all times while on duty.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Attend regular staff meetings.
- Flexibility is required to work with others in a wide variety of circumstances.

#### **Required Education & Experience:**

##### Position Minimum

- Possession of the following credentials:
  1. A valid California Administrative Services Credential.
  2. English Learner (EL) Certification
- M.A. or M.S. or higher from an accredited college or university in Educational Administration, Curriculum and Instruction or a closely-related field.
- Charter STEM background.
- Minimum five (10) years of successful teaching experience.
- Minimum ten (5) years' experience as a site administrator/principal district level administrator, and (3-5) years' of District or Charter experience.
- Experience reporting to and working closely with a Board of Directors/Governors.
- Worked on a Charter Renewal
- Experience working at a Charter and authorizing Districts preferred

**Preferred Education & Experience:**

- Experience working as an administrator at both a charter and a public school district.
- EdD or PhD. preferred
- Executive Director/CEO/Superintendent or Central Office experience.
- TK-12 experience.

**Knowledge, Skills, and Abilities:**

- Knowledge of applicable federal and state laws regarding education, student, professional staff and other employees.
- Knowledge of trends in research and practices in public education.
- Knowledge of administrative and business services and practices.
- Knowledge of teaching methods, educational pedagogy and behavioral management methods successful in school environments at all levels with a focus on STEM.
- Strong oral and written communication skills.
- Strong organizational and interpersonal skills.
- Excellent computer skills; high proficiency in Word, spreadsheets, database systems, presentations.
- Ability to prepare oral and/or written communications for distribution to the Board of Directors, administration, faculty, staff, students and parents.
- Ability to utilize resources from other work units to perform job functions.
- Ability to schedule and/or facilitate activities, meetings, group discussions and/or events.
- Ability to plan and manage projects, prepare and maintain accurate records and understand how to delegate authority.
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work.

**Physical Requirements and Environmental Conditions:**

The physical abilities described below are those that must be met by an employee to successfully carry out the essential functions of the position.

- Work in varying degrees of temperature (heated or air conditioned).
- Position requires frequent use of computers/laptops.
- Position requires continual mental concentration and specific attention to detail.
- Position requires light to moderate work with twenty-five (25) pounds maximum weight to lift and carry.
- Position requires reaching, bending, stooping and handling objects with hands and/or fingers, talking and/or hearing and seeing.

**Work Environment:**

This job operates in a professional office environment as well as a typical school campus, TK-5, 6-8, 9-12. This role routinely uses standard office equipment such as computers/laptops, phones, photocopiers, fax machines and filing cabinets.

**Position Type/Expected Hours of Work:**

Some flexibility in hours is allowed, but the employee must be available during the “core” work hours of 7:00 am to 4:00 pm and must work forty (40) hours each week to maintain full-time status. Work is generally performed during regular work hours, but may/ require extended and/or weekend hours for urgent issues or to meet established timeframes.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by all levels of management:

President, Board of Directors: \_\_\_\_\_

Human Resources Director: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position and ability to perform the essential functions as outlined.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Name (please print): \_\_\_\_\_

