



**Metropolitan School District of Washington
Township 8550 Woodfield Crossing
Boulevard
Indianapolis, IN 46240**

The Metropolitan School District of Washington Township (MSDWT) is located in the northern section of Indianapolis in the State of Indiana, Marion County. It is a dynamic community with broad diversity in cultures, religions, ethnic groups, races and socioeconomic levels. MSDWT has been an educational leader in Indiana for the last sixty years.

Our mission to develop lifelong learners and globally-minded citizens by fostering the academic, creative, and social skills needed to achieve excellence in a multicultural environment. Our vision is to create equitable, affirming and responsive learning environments for all students to thrive.

Position Title: Administration
Superintendent of Schools

Location: H. Dean Evans Community and Education Center

Contract Length: 12 Months

Salary: Competitive Salary, Fringe Benefit Package, and Commensurate with Experience and Degree

Effective Date: 2025-2026 School Year (Anticipated First Day of Work July 1, 2025)

Required Qualifications:

- Must hold or qualify for Indiana Superintendent license
- Building-level administration experience required
- Effective skills in communication, multitasking, collaboration, and marketing
- Strong working knowledge of community relations and willingness to be a visible community member

- Approachable leader with demonstrated ability to motivate others, promote strong student achievement, and attract students to the district.
- Working knowledge of school finance, school law, human relations, referendum processes, and collective bargaining.
- Embraces a culture of excellence and continued improvement.
- Possesses the highest personal standards, good morals, ethics, honesty, and integrity.

Preferred Qualifications:

- Urban School experience

Areas of responsibility for the Superintendent of Schools shall include:

- Serve as Executive Officer for the Board of Education responsible for implementing Board policies.
- Prepare agendas for each School Board meeting.
- Attend all School Board meetings and Executive Sessions except during Superintendent's contract negotiation.
- Participate in all School Board deliberations except those involving the Superintendent's employment.
- Lead the administration of schools in order to align with Board of Education policies and state rules Department of Public Instruction and in accordance with state law.
- Initiate/implement administrative procedures for Board of Education policies.
- Assign/delegate authority and duties to all personnel employed by the Board of Education.
- Prepare/ submit basic curricula proposal to the Board of Education for approval.
- Prepare a planned budget for Board of Education approval.
- Evaluate public relations initiatives to address important educational issues, public opinion, and projects to be culminated considered by the Board of Education.
- Collaborate with School Board members to refine and develop policy
- Provide continuous appraisals to all staff on policies originated by the Board of Education and recommend revisions if applicable.
- Perform other duties as assigned by the School Board
- Evaluate educational program progression.
- Develop sound staff morale by emphasizing the importance of being a successful contributor to the school program.
- Participate in administrative personnel selection processes
- Monitor school enrollments and the allocation of instructional, administrative, and support staff to schools and programs
- Provide leadership during administrators' development programs
- Coordinate activities in support of referendum