



CENTER GROVE COMMUNITY SCHOOL CORPORATION JOB DESCRIPTION

Position Title	Superintendent
Building/Department	Center Grove Community School Corporation
Supervised & Evaluated By	Board of Education of the Center Grove Community School Corporation

Position Details: Days Per Year: 260 Hours Per Day: 8	Benefit Level: <input checked="" type="checkbox"/> A Certified Administrators <input type="checkbox"/> B Directors and Coordinators <input type="checkbox"/> C Support Staff <input type="checkbox"/> D "Other" (No Benefits) <input type="checkbox"/> Bargaining Unit <i>Master Teacher Contract</i>	FLSA Overtime Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Employment Status: <input checked="" type="checkbox"/> Full-Time Employment <input type="checkbox"/> Part-Time Employment <input type="checkbox"/> Temporary Employment <input type="checkbox"/> Seasonal Employee		Job Description Updated: 12/2025

Minimum Qualifications and Credentials Required:

- Doctorate (Ph.D. or Ed.D.) from an accredited institution, with specialization in educational leadership, supervision, or administration preferred.
- Valid Indiana Superintendent License or eligibility for certification.
- A minimum of 5 years of successful central office leadership.
- Significant executive and administrative leadership experience, preferably at the district level.
- Demonstrated ability to lead complex organizations and manage personnel, finances, and operations effectively.

Essential Functions:

- Provide strategic leadership and educational direction aligned with district mission, vision, values, and Board-adopted goals.
- Serve as chief advisor to the Board of Education on educational trends, research, policy development, and governance matters.
- Prepare Board meeting agendas in collaboration with the Board President and maintain regular communication with the Board regarding district operations and priorities.
- Execute and enforce Board policies and ensure compliance with all applicable federal and state laws.



- Analyze instructional outcomes and lead continuous improvement efforts to enhance teaching and learning.
- Promote a student-focused environment that supports academic achievement, belonging, well-being, and lifelong success.
- Foster a collaborative, accountable, and inclusive culture that values professional growth and excellence.
- Recruit, hire, and retain school leaders.
- Serve as the primary spokesperson and ambassador for the district with families, community stakeholders, governmental entities, and the media.
- Build and sustain strong, trusting relationships with parents, students, staff, and community partners.
- Engage stakeholders in meaningful dialogue and collaboration around district initiatives and priorities.
- Maintain a working knowledge of school law and legal developments affecting public education.
- Perform other duties as assigned by the Board that are consistent with the role of Superintendent.

Leadership Requirements:

- Communicate with clarity, transparency, empathy, and professionalism.
- Build strong, positive relationships across diverse stakeholder groups.
- Demonstrate integrity, fairness, and respect for all individuals.
- Be visible, approachable, and actively engaged in school and community life.
- Exhibit collaborative leadership and empower others to lead.
- Has a strong command of fiscal management and operational oversight.
- Demonstrate strong fiscal management and operational oversight skills.
- Embrace innovation while honoring district traditions and community values.
- Model professionalism and serve as a positive role model for students and staff.