

# POSITION PROFILE

*Superintendent of Kiowa Schools  
Elbert County School District C-2*

*February 2026*



[www.kiowaschool.org](http://www.kiowaschool.org)

# TABLE OF CONTENTS

Position Information	3
Key Responsibilities	4-5
Qualifications	6
Our Ideal Candidate	7
Candidate Traits & Skills	8-9
Application Process	10
Thank You	11

# POSITION INFORMATION

**Job Title:** Superintendent of Schools

**Reports To:** Elbert County School District C-2 Board of Education

**Employment Status:** Full-Time, Exempt

**Job Summary:**

The Superintendent of Schools serves as the CEO, instructional leader, and community liaison, managing daily operations, finances, and the implementation of policy governance. Key duties include fostering staff growth, ensuring financial stewardship, and engaging the community while wearing many hats, as demonstrated by the ability to lead within a small, tight-knit community. Frequently acts as both Superintendent, principal, and curriculum director, requiring navigation of limited resources while maximizing opportunities for students.

The Superintendent may delegate the above responsibilities to others where appropriate.

# KEY RESPONSIBILITIES

## LEADERSHIP & GOVERNANCE

- Serve as the primary advisor to the Board of Education and carry out Board policies and directives.
- Provide leadership in developing and implementing the district's mission, vision, goals, and strategic plans.
- Responsible for policies, administrative regulations, and long-range plans to the Board.
- Prepare agendas and attend all Board of Education meetings unless excused.

## INSTRUCTION & STUDENT ACHIEVEMENT

- Ensure high-quality instructional programs aligned with Colorado Academic Standards.
- Lead continuous improvement efforts to enhance student achievement and well-being.
- Support curriculum development, instructional practices, and assessment systems.
- Ensure professional growth and development for teachers, administrators, and staff.
- Ensure compliance with all federal, state, and local education laws and regulations.

## ADMINISTRATION & OPERATIONS

- Oversee daily operations of the district, including instructional programs and support services.
- Supervise, evaluate, and support district administrators and staff.
- Recommend employment, assignment, evaluation, and dismissal of personnel to the Board.
- Maintain a safe, orderly, and positive learning environment for students and employees.

## FISCAL MANAGEMENT

- Develop and administer the district budget in collaboration with the Board of Education.
- Ensure responsible management of district finances and resources.
- Oversee and facilitate grants, funding sources, Education Foundation/KPTCC, and financial reporting.
- Supervise facilities, transportation, and maintenance operations.

## **COMMUNITY & STAKEHOLDER ENGAGEMENT**

- Serve as the chief spokesperson for the district.
- Foster open, transparent communication with students, families, staff, and community members.
- Build partnerships with local, regional, and state agencies and organizations.
- Represent the district in professional, civic, and intergovernmental activities.

## **ETHICS & PROFESSIONAL CONDUCT**

- Demonstrate integrity, ethical leadership, and professionalism.
- Maintain confidentiality and exercise sound judgment.
- Promote a positive district culture based on trust, respect, and collaboration.

# QUALIFICATIONS

## **Required Qualifications**

- Valid Colorado Department of Education Principal License
- Master's degree in Educational Leadership, Administration, or a related field
- Knowledge of Colorado school finance, school law, and accountability systems

## **Preferred Qualifications**

- Successful administrative experience as a Superintendent, Central Office Administrator, or Principal in public education with an understanding of rural or small school districts
- Demonstrated success in community engagement and collaborative leadership
- Strong communication, organizational, and fiscal management skills
- Live within or willing to relocate within 30 miles of Kiowa

## **Salary & Benefits**

Salary and benefits will be commensurate with qualifications and experience

- Range \$95,000 to \$125,000
- Competitive benefits package
- 4-day school week (Monday through Thursday)

# OUR IDEAL CANDIDATE

The next Superintendent should be a strong, experienced instructional and administrative leader who can turn big ideas into actionable plans and consistently follow through from conception to implementation. Staff is seeking a confident, consistent, and credible leader who can move the district from good to great by prioritizing work and implementing systems and behaviors that enact follow-through and research-based best practices district-wide.

Kiowa Schools seeks a candidate who truly loves Kiowa and the job and believes wholeheartedly in public education. Someone willing to be a visible, involved face for the district. The Superintendent should be approachable, personable, and supportive toward staff and students – leading by example and maintaining integrity.

This leader must balance clear expectations and accountability with trust in teachers' professionalism, avoiding micromanagement while fostering a strong, results-driven academic culture that prioritizes student achievement. Classroom teaching and public school experience are essential to ensure credibility and understanding of staff responsibilities.

The district needs a resilient, firm, and principled leader who will stand up for students and staff, make tough decisions when necessary, and maintain high standards. Systemic thinking and business acumen are also important to ensure sustainability, succession planning, and leadership development within the district. The goal is to build strong systems and leadership pathways so the district continues to thrive regardless of personnel and Board of Education changes.

Above all, the next Superintendent should embody a growth mindset, a coaching mentality, and a continuous-improvement orientation — someone committed to building a professional culture rooted in accountability, collaboration, and long-term student success.

# CANDIDATE TRAITS AND SKILLS

## 1. INSTRUCTIONAL CREDIBILITY & EDUCATIONAL GROUNDING

- Classroom teaching experience (public school), in order to genuinely understand teachers' realities
- Actively involved in teacher professional development, professional learning communities, teacher evaluation, observation, and two-way feedback
- Willing and excited to spend time in classrooms, not just offices
- Provide meaningful instructional feedback
- Leads by example and is willing to wear many hats

## 2. CLEAR EXPECTATIONS

- Sets clear, consistent expectations for staff, students, and community
- Avoids micromanagement while ensuring accountability
- Evaluates and gives feedback on district and building priorities and goals
- Trusts teachers to do their jobs once expectations are established
- Creates systems that guide behavior and leads by example
- Proactively addresses issues instead of reacting emotionally

## 3. FOLLOW-THROUGH & COMMUNICATION

- Ability to take big ideas and make them actionable
- Understands conception → planning → implementation → monitoring → sustainability
- Systemic thinking – knows how to start an initiative and see it through
- Strong communicator who is willing to clarify expectations between students, staff, parents, and the Board of Education

## 4. ACCOUNTABILITY WITH INTEGRITY

- Willing to stand up for staff and teachers, while holding them accountable with a model of clear expectations for behavior, instruction, learning, and student achievement
- Holds students, staff, and self accountable
- Understands progressive discipline and have hard conversations when necessary
- Celebrates accountability and ownership, especially when improvement is needed

## **5. STRONG, RESILIENT LEADERSHIP PRESENCE**

- Commands and earns respect from students, staff, parents, the Kiowa community, and the Board of Education
- Resilient and able to withstand pressure
- Supports and protects staff when they are doing the right thing
- Demonstrates integrity and consistency
- Establishes and models a professional and positive culture

## **6. STRATEGIC, RESULTS-ORIENTED THINKING**

- Ensures continuity and sustainability
- Supports the development of future leaders within the district
- Understands the business side of education
- Uses data to drive decisions
- Focuses on efficiency, effectiveness, and outcomes

## **7. GROWTH MINDSET, VISIBILITY, & COACHABILITY**

- Demonstrates a growth mindset
- Willing to learn, reflect, and improve
- Embraces the task of coaching staff
- Visible in schools and classrooms
- Personable, approachable, and positive
- Builds trust through presence and consistency

# APPLICATION PROCESS

Please follow the below instructions to apply for this position:

1. Submit the following documentation in PDF form to [board.secretary@kiowaschool.org](mailto:board.secretary@kiowaschool.org)
  - a. Resume
  - b. Three or more references – two must be from within the past two years, and at least one should be from a direct supervisor or evaluator
  - c. Your full employment history
  - d. Three letters of recommendation
  
2. Fill out the following application: <https://forms.gle/CAYt3n9TmPp4AQik7>

# THANK YOU!

Thank you for your interest in the superintendent position! Please reach out to [board.secretary@kiowaschool.org](mailto:board.secretary@kiowaschool.org) with any questions.

