SUPERINTENDENT of SCHOOLS

QUALIFICATIONS:

Education/Certification

- Maine Department of Education certification as Superintendent (010)
- Certificate of Advanced Study or doctorate

REPORTS TO:

School Board

SUPERVISES

Directly or indirectly, every school system employee.

JOB GOAL:

To provide leadership in developing and maintaining the best possible educational programs and services for the students of our school system. To lead, guide, and direct every member of the administrative, instructional, and support services teams in setting and achieving the highest standards of excellence in educational programs and operating systems. To be responsible for a system of supervision and evaluation for all staff designed to meet the goals of the school system. To oversee and administer the use of all facilities, property, and funds in the best interests of students and the school system.

PERFORMANCE RESPONSIBILITIES AND CRITERIA:

The criteria for performing the job responsibilities of the Superintendent include the ability to function effectively in the following categories: A) Communication; B) Community Relations; C) Curriculum; D) School/Community Involvement; E) Leadership; F) Organizational Management; G) Personnel Management; H) School Facility Management; I) School Finance/Budgeting; J) School Improvement; K) Staff Development; L) Superintendent/Board Relations; and M) Supervision/Evaluation.

A) **Communication – Able to communicate clearly with staff, parents, students, and community, both verbally and in writing.**

I. Keeps the public informed of the status of the schools.

II. Conducts meeting of administrators, teachers and other staff members as necessary for the discussion of matters concerning the improvement and welfare of the schools.

III. Communicates to all staff members, directly or through delegation, actions of the Board relating to personnel matters and receives from employees communications to be made to the Board.

IV. Confers as appropriate with professional and lay groups concerning the school program and transmits suggestions to the Board and others, as appropriate.

B) **Community Relations – Recognizes the importance of both stimulating and reflecting community needs/wants regarding education. Demonstrates ability to involve the community in developing and implementing goals. Views the community/school relationship as a partnership.**

I. Establishes and maintains a program of public relations to keep the public well informed of the activities and needs of the school system, affecting a wholesome and cooperative working relationship between the school and the community.

II. Communicates with and understands the needs and perspectives of various community groups.

III. Attends, or delegates a representative to attend, meetings of municipal agencies at which matters pertaining to the school system appear on the agenda or are expected to be raised.

IV. Keeps the public informed about current educational practices, educational trends, and the policies, successes and challenges of the schools.

C) **Curriculum – Strong commitment to leading the effort to define and deliver an effective, consistent curriculum K-12.**

I. Administers the development and maintenance of educational programs designed to meet the needs of the community and to carry out the policies of the Board.

II. Conducts reviews of the total school program, and advises the Board on recommendations for the educational advancement of the schools.

III. Recommends to the Board adoption of courses of study, curriculum, teaching materials, etc.

IV. Oversees timely revisions of curriculum and courses of study.

D) **School/Community Involvement – Visible in the schools, aware of current issues and activities in the schools, and shows an interest in community affairs.**

I. Visits schools and classrooms as appropriate. Attends a reasonable number of student/staff events.

II. Seeks to stay informed about issues and activities in the schools.

III. Has a reasonable level of knowledge of administrators, staff, and students.

IV. Has a reasonable level of knowledge of community events, concerns, accomplishments, and direction.

E) **Leadership – Able to motivate, lead, guide and direct people. Committed to implementing the Mission and Vision Statement of the school system.**

I. Facilitates the development of and implements a collaborative educational vision and assists the Board in setting priorities for the school system.

II. Serves as the educational leader of the school system. Performs job responsibilities using the Mission and Vision Statement as a guide.

III. Communicates the educational vision and priorities effectively to staff, students, and community.

IV. Attends conventions and conferences to keep abreast of latest educational trends.

V. Ensures that policies, procedures and school rules promote a safe, respectful, and healthy school environment.

F) Organizational Management – Uses a systematic approach to managing and improving the schools. Excellent organizational skills, working knowledge of school law, and proven ability to resolve organizational conflicts.

I. Administers, as chief school executive, the development, maintenance, and improvement of the educational program.

II. Maintains, directly or through delegation, such personnel records, pupil accounting records, business records and other records as required by law and/or Board policy.

III. Files or causes to be filed, all reports required by state or federal laws/regulations.

IV. Advises the Board of the need for new and revised policies, and ensures that all policies of the Board are implemented.

V. Makes administrative decisions necessary for the effective and efficient operations of the schools. Acts on own discretion when emergency actions necessary in matters not covered by Board policy. Reports such emergency actions to the Board and recommends policy for future guidance.

VI. Develops and implements rules and procedures for staff and students as necessary to comply with Board policies, and state and federal laws/regulations.

VII. Delegates to other staff, at own discretion, the exercise of any powers and duties, with the knowledge that such delegation does not relieve the Superintendent of final responsibility for any actions taken.

VIII. Implements Board policies and state laws/regulations for the promotion, retention and acceleration of students.

IX. Makes recommendations to the Board concerning the transportation of students in accordance with Board policies, state laws/regulations, and student safety considerations.

G) Personnel Management – Excellent people skills. Ability to recruit and retain high quality staff. Strong personnel management practices and understanding of collective bargaining issues.

I. Develops and implements a hiring process that complies with applicable state and federal laws and attracts the most qualified candidates.

II. Nominates to the Board for employment the most qualified and competent teachers and administrators.

III. Employs the most qualified and competent support staff.

IV. Develops job descriptions for all staff, subject to Board review and approval.

V. Assigns and transfers employees as the interests of the school system require, and reports such actions to the Board for information and record.

VI. Participates, as deemed appropriate by the Board, in negotiations with recognized employee bargaining units.

VII. Handles employee grievances or problems in accordance with applicable Board policies, collective bargaining agreements, and/or state/federal laws and regulations.

VIII. Establishes and implements personnel policies and procedures for non-union staff.

IX. Ensures that the Board complies with meet and consult requirements on educational policy issues.

H) School Facility Management – Good understanding of facilities management, including development of long-term maintenance plans, and budgeting/planning for future building needs.

I. Makes recommendations to the Board on the location and size of new school sites and additions to existing sites; the location and size of new buildings on sites; plans for new school buildings; appropriates for sites and buildings; and improvements, alterations and changes in buildings and equipment.

II. Develops and implements short and long-term maintenance plans for school buildings and grounds, delegating particular duties as the Superintendent deems appropriate.

III. Includes maintenance and other facilities/equipment needs in budget planning.

IV. Develops and implements guidelines and procedures governing the use and care of school facilities and property.

V. Recommends to the Board sales of surplus property no longer needed and authorizes the proper execution of such sales.

I) School Finance/Budgeting – Strong knowledge of school finance, including budget development and management. Ability to effectively communicate with the Board, staff, community and local municipal officials. Clear understanding of federal, state, and local funding issues.

I. Demonstrates the ability to perform effective financial forecasting and long and short-term financial planning.

II. Supervises the preparation and presentation of the annual budget and recommends it to the Board for approval.

III. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget.

IV. Clearly explains proposed budgets, needs and priorities to the Board, community and local municipal officials.

V. Conducts all financial operations and purchasing with Board policies and applicable state/federal laws/regulations.

VI. Maintains appropriate financial accounts and ensures that audits are performed on an annual basis.

VII. Provides prior notice to the Board when there is a need to depart from Board policy in any financial matter.

J) School Improvement – Commitment to supervise and evaluate school programs in the spirit of continuous improvement. Understanding of educational practice, research, and national/state/local initiatives,

including Maine's Learning Results. Ability to frame issues for discussion, reach timely decisions, and implement change.

I. Develops, implements, and monitors the change process to improve the educational program.

II. Is familiar with current research and educational issues.

III. Involves the staff and community in plans to improve the educational program.

IV. Ensures that there is a comprehensive system of student assessment in place.

V. Informs and advises the Board about educational programs and instructional practices in the schools.

VI. Communicates effectively with staff, students and community about educational trends, curriculum needs and instructional programs.

VII. Ensures that the educational program complies with Board policies and applicable state and federal laws/regulations.

VIII. Ensures that administrators and teachers communicate student progress and school curricula to parents on a regular basis.

K) Staff Development – Committed to and fosters continuous staff improvement. Emphasizes both system wide and individual development.

I. Fosters an environment that encourages continuous learning and improvement on the part of school staff.

II. Develops and implements an effective system of staff development focused on improving the educational and operational programs of the schools, with appropriate input from the Board, administration and staff.

III. Provides reasonable opportunities for staff to participate in conferences, visitations, and course work within the framework of the school system's budget.

IV. Ensures that all staff is involved in the school system's staff development opportunities.

V. Informs the Board of staff development priorities, needs, and activities.

L) Superintendent/Board Relations – Understands that the Superintendent is responsible for management of the schools under the Board's policies and is accountable to the Board. Supports and facilitates the work of the Board. Maintains open communication with the Board.

I. Supervises and ensures compliance with all laws, regulations and Board policies.

II. Keeps the Board informed about programs, activities, accomplishments, problems, and needs of the schools.

III. Presents information and recommendations necessary to assist the Board in performing its duties effectively, including the need for policy on particular subjects.

IV. Schedules and attends meetings of the Board.

V. Serves as Secretary to the Board as required by law.

VI. Serves as an ex-officio member of all school system/Board committees, attending meetings as specified by the Board.

VII. Advises and recommends action by the Board as appropriate concerning students and staff disciplinary issues.

VIII. Assists the Board in developing annual and long-range goals for the school system.

IX. Represents the school system with the media and other groups as deemed appropriate by the Board.

X. Performs such other tasks as may be assigned by the Board.

M) **Supervision/Evaluation – Understands the importance of accountability for staff and self. Uses an evaluation process that establishes clear performance standards and follows through to resolve performance issues.**

I. Develops and implements an effective system of supervision and evaluation for all staff, based on Board policies and with appropriate input from administration and staff.

II. Oversees methods of teaching, supervision, evaluation and administration in the schools.

III. Disciplines employees as necessary and reports such actions to the Board as appropriate.

IV. Recommends salary changes or dismissal of staff members to the Board for final action.

TERMS OF EMPLOYMENT:

Work year shall be twelve (12) months. Length of contract, salary and benefits shall be determined by the Board and Superintendent under the Superintendent's individual contract.

EVALUATION:

Performance shall be evaluated in accordance with the provisions of the Board's policy on evaluation of the Superintendent.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

Cross Reference: Policy CBI - Evaluation of the Superintendent

School Board APPROVED:

December 12, 2006

REVISED:

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