

JOB DESCRIPTION – SUPERINTENDENT

TITLE: Superintendent of Schools

QUALIFICATIONS:

1. Experience in teaching and school administration totaling at least ten years.
2. An earned Master's Degree with a major in educational administration, preferably completion of one year graduate work beyond the Master's Degree.
3. A valid Superintendent's license issued by the state.
4. Such alternatives to the above qualifications as the school committee may find appropriate and acceptable.

REPORTS TO: School Committee

SUPERVISES: Directly or indirectly, every district employee.

JOB GOAL: To provide leadership in developing and maintaining the best possible educational programs and services. Our vision is to create educational settings where every child masters the Learner Results we have defined.

PERFORMANCE RESPONSIBILITIES:

A. Primary Responsibilities

1. Supervises methods of teaching, supervision, and administration in effect in the schools.
2. Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget and submits it to the School Committee for review and approval.
3. Informs and advises the School Committee about the programs, practices and problems of the schools, and keeps the Committee informed of the activities, operating under the Committee's authority.
4. Keeps the public informed about modern educational practices, educational trends, and the policies, practices, and problems of the district's schools.
5. Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the Committee informed of trends in education.
6. Studies and revises, together with the staff, all curriculum guides and courses of study on a continuing basis.
7. Submits to the Committee a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums.

8. Maintains adequate records for the schools, including a system of financial accounts, business and property records, personnel, school population, and scholastic records. Acts as custodian of such records and of all contracts, securities, title papers, documents, books of records, and other papers belonging to the Committee.
9. Provides suitable instructions and regulations to govern the use and care of school properties for school purposes.

B. Other Responsibilities

1. Attends and participates in all meetings of the School Committee and its committees, except when his/her own employment or salary is under consideration.
2. Supervises the implementation of all laws, regulations, and School Committee policies, and advises the School Committee on the need for new and or revised policies.
3. Prepares and submits to the School Committee recommendations relative to all matters requiring action, placing before the School Committee such necessary and helpful facts, information and reports as are needed to insure the making of informed decisions.
4. Secure and nominates for employment the best qualified and most competent teachers and supervisory and administrative personnel.
5. Approves and recommends to the Committee the promotion, transfer from one building to another, or dismissal of all administrative and professional staff in the system.
6. Reports to the Committee the case of any employee whose service is unsatisfactory, and recommends appropriate action.
7. Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
8. Delegates at own discretion to other employees of the Committee the exercise of any powers or the discharge of any duties, with the knowledge that the delegation of power or duty does not relieve the Superintendent of final responsibility for the action taken under such delegation.
9. Makes recommendations with reference to the location and size of the new school sites and of additions to existing sites; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the building and equipment of the district.
10. Recommends to the Committee for its adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools.
11. Attends, or delegates a representative to attend, meetings of municipal agencies at which matters pertaining to the public schools appear on the agenda or are expected to be raised.

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12. Acts on own discretion if emergency action is necessary in any matter not covered by School Committee policy, reports such action to the School Committee as soon as practicable, and recommends policy in order to provide guidance in the future.
13. Makes all administrative decisions with the school necessary to the proper function of the school district.
14. Conducts a periodic audit of the total school program, and advises the School Committee on recommendations for the educational advancement of the schools.
15. Performs such other tasks as may from time to time be assigned by the School Committee.

TERMS OF EMPLOYMENT:

Twelve months a year. Salary to be arranged with the School Committee.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on Evaluation of the Superintendent.

ADOPTION DATE: APRIL 24, 2000

EFFECTIVE DATE: APRIL 24, 2000

SANFORD SCHOOL DEPARTMENT