

School Administrative Unit #76

Lyme School District

Superintendent – Job Description

The Superintendent is directly responsible to the School Board, serves as the executive officer of the District, is responsible for the overall administrative and leadership services of the school administrative unit (SAU), and supervises all District operations in accordance with Board policies and with state regulations and laws. Although the Superintendent may delegate appropriate powers and duties so that educational and operational decisions can be made at the building level, he or she is responsible for the execution of these powers and duties. The Superintendent will establish administrative regulations and procedures as needed to manage the District (reference NH Ed rules 302 - Duties of School Superintendent).

Certification: New Hampshire Superintendent

Reports to: the School Board

Qualifications: Building level leadership, administrative leadership experience, CAGS or Doctorate

Responsibilities:

Duties related to the School Board:

1. Prepares the agenda and minutes of Board meetings in consultation with the Chair of the Board and oversees the maintenance of all Board records, contracts, and other documents.
2. Advises the Board on the need for new and revised policies and on matters of compliance with state regulations.
3. Submits to the Board recommendations relative to all matters requiring Board action together with the materials needed for informed decisions.
4. Reports periodically on all District operations.
5. Secures legal opinions from the District's legal counsel when needed.
6. Coordinates the scheduling and agenda for board committee meetings with Chair or designee.
7. Collaborates with the Board and other stakeholders to review, maintain and implement a district strategic plan.

Duties related to the Staff:

1. Oversees the hiring of all District and school staff and recommends to the Board candidates for employment.
2. Advises the Board regarding the leave, retirement, resignation, suspension or dismissal of District employees.

3. Assigns the personnel within the District in accordance with Board policy and the collective bargaining agreement.
4. Oversees the execution of the evaluation process in accordance with the District's Teacher Evaluation Plan so as to provide annual staff nominations and allow a grievance process, if necessary.
5. Directly oversees the performance of the Principal and meets regularly to discuss all educational matters of the school.
6. Oversees and advises the Director of Student Services.
7. Evaluates the job performances of the Principal, Student Services Director, Facilities Director as well as all SAU Staff.
8. Oversees the District Professional Development Master Plan and approves teachers for recertification by the State Department of Education.
9. Maintains appropriate channels of communication within the District and ensures that the staff is informed about relevant laws, policies, and school matters.

Duties related to Students and the Educational Program:

1. Enforces compulsory attendance and residency laws.
2. Recommends to the Board the suspension or expulsion of a student under appropriate circumstances.
3. Together with the Principal, makes recommendations to the Board regarding the courses of study, major changes in texts and schedules, and potentially sound and innovative programs.

Duties related to Business Operations

1. Annually prepares and submits to the Board the draft District budget for the upcoming year and participates with the Board in its review and revision and in its presentation to the Town Budget Committee.
2. Approves all expenditures in accordance with Board policy and within Board-approved appropriation limits.
3. Submits to the Board periodic financial and budgetary reports which describe the District's expenses, revenues, and obligations.
4. Oversees the maintenance of personnel and business records.
5. Oversees the development and execution of contracts with service providers such as food service, transportation and receiving schools.
6. Oversees all operations regarding facilities and maintenance, safety, and transportation.

Duties related to the Community

1. Represents and advocates for the Board in relationships with the New Hampshire Department of Education and oversees the completion and submission of all required documents.
2. Regularly attends Superintendent meetings statewide.
3. Joins with the Board and Principal in representing and advocating for the District's relationships with town officials.
4. Maintains a regular and effective presence at the school and at school events while engaging with staff, students, and parents.
5. Represents the District in relationships with secondary receiving districts and schools.

6. Directs and addresses news releases and other items of public interest from the District relevant to educational matters, policies, and school-related incidents or events.

Other Duties

1. Performs other tasks and assumes other responsibilities as assigned.