

Superintendent of School

Qualifications:

1. Teaching and school administrative experience of at least ten years.
2. An earned master's degree with a major in educational administration; preferably completion of one year of graduate work beyond the master's degree.
3. A valid superintendent's certificate issued by the state board of education.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Maine School Administrative District No. 3 Board of Directors

Supervises: All Administrative and Supervisory Personnel of the District

Responsibility to the Board of Directors:

1. Attends and participates in all meetings of the Board and its committees, except when own employment or salary is under consideration.
2. Keeps full and accurate records of all Board meetings.
3. Assists the Board Chairperson in the development of Board agendas, and sees that they are printed and distributed.
4. Advises the Board on the need for new and/or revised policies and sees that all policies of the Board are implemented.
5. Prepares the annual operating budget recommendations and implements the Board approved budget.
6. Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions.
7. Informs and advises the Board about the programs, practices, and problems of the schools, keeps the Board informed of the activities operating under the Board's authority, and of all other matters of importance to the school system.
8. Takes appropriate action in an emergency not suitably covered in board policy.

School District Staff and Community Relations:

1. Secures and nominates for employment the best qualified and most competent teachers, supervisory and administrative personnel and encourages their continued professional development.

2. Employs the best qualified and most competent non-professional staff available.
3. Assigns and transfers employees as the interest of the district may dictate, and reports such action to the Board for information and record.
4. Reports to the Board the case of any employee whose service is unsatisfactory, and recommends appropriate action.
5. Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools .
6. Understands and implements the terms and conditions of various negotiated agreements and employment policies.
7. Keeps the public informed about modern educational practices, educational trends, and the policies, practices and problems in the district's schools.
8. Delegates at own discretion to other employees of the Board 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.

Educational Program:

1. Studies and revises, together with the staff, all curriculum guides and courses of study, on a continuing basis.
2. Recommends to the Board for its adoption all courses of study, curriculum guides and major changes in texts and time schedules to be used in the schools.
3. Directs the planning and implementation of appropriate staff in-service training.

Plant Management:

1. Makes recommendations with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the district.
2. Makes recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety.
3. Provides suitable instructions and regulations to govern the use and care of school properties for school purposes.

Other:

1. 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 Board informed of trends in education.

2. Submits to the Board a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums.
3. Maintains adequate records for the schools, including a system of financial accounts; business and property records; and personnel, school population, and scholastic records. Acts as custodian of such records and of all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.
4. Attends, or delegates a representative to attend, all meetings of municipal agencies at which matters pertaining to the public school appear on the agenda or are expected to be raised.
5. Performs such other tasks as may from time to time be assigned by the Board, or required by law.

Adopted: April 1983

Revised: February 1990

Legal Ref: Title 20-A MRSA section 1055