

JOB DESCRIPTION – SUPERINTENDENT OF SCHOOLS

1. Attend and participate in all School Committee meetings and act as secretary at such meetings.
2. Prepare agendas, with the Committee Chairperson, and submit to the Committee recommendations relative to all matters requiring Committee action shares with the Committee such necessary and helpful facts, information, and reports that are needed to insure the making of an informed decision.
3. Present policy options, along with specific recommendations, to the Committee when circumstances require the Committee to adopt new policies or revise existing policies.
4. Develop administrative procedure needed to implement Committee policy and informs the Committee of such procedures.
5. Inform and advise the Committee about the programs, practices and problems of the school and keeps the Committee informed of the activities occurring in the school.
6. Develop a strong program of school-community relations, keeps the community informed about Committee policies and procedures, as well as school programs.
7. Develop a proposed budget for the school, presents the proposed budget at Town Meeting, and once approved, is responsible for its implementation.
8. Direct a procedure for screening and nominating the most competent and qualified teachers for employment; defines the duties of all personnel consistent with the policies of the Committee.
9. Direct the efforts of appropriate staff in maintaining adequate records of the school, including a system of financial accounts; business, personnel and property records; acts as custodian of such records and of all contracts, documents and other such papers belonging to the Committee.
10. Keep informed of State and Federal mandated programs and practices by attending educational conferences and other appropriated means and keeps the committee informed of those and other trends in education.
11. Recommend the assignment, transfer, promotion and dismissal of administrative and instructional personnel; assigns, transfers, promotes or dismisses all other school employees consistent with Committee policy.

12. Provide necessary processing for issuance and renewal of State credentials and funding.
13. Direct the preparation and implementation of an evaluation program for all school employees.
14. Files in a timely manner all reports required by State and Federal laws/regulations.
15. Develop and implement short and long term maintenance plans for the building and grounds.
16. Perform such other tasks as may from time to time, be assigned by the School Committee.

Cross Reference: CB – School Superintendent
 CBI – Evaluation of Superintendent
 CHD – Administration in Absence of Policy

Adopted: April 8, 2003