

JOB DESCRIPTION

Job Title: Superintendent of Schools

Reports to: Board of Directors

Supervises: All employees of MSAD #9

Major Job Goals: To build the strongest educational program possible within the physical and financial limits of the District.

To assist the Board of Directors in establishing a District mission and vision.

To lead in the development of a comprehensive long range plan that addresses the areas of leadership, curriculum, instruction, staff development, and facilities management and maintenance.

Performance Responsibilities

I. LONG RANGE PLANNING

- A. Develops and/or updates a long range plan for the District in the areas of leadership, curriculum, instruction, staff development, and facilities management and maintenance.
- B. Assists the Board in the development and implementation of a District mission and vision.
- C. Promotes the implementation of a site based management process at the building level.

II. SUPERVISION

- A. Provides oversight for custodial, maintenance, transportation, and school nutrition programs.
- B. Supervises the work of the Assistant Superintendent.
- C. Provides direct supervision for the development, evaluation, and professional development of the administrative staff.
- D. Exercises general supervision of school property and equipment.

E. Provides an efficient and appropriate organizational structure of the district.

III. FIDUCIARY RESPONSIBILITY

- A. Directs the preparation of the annual budget for adoption by the Board.
- B. Assumes ultimate responsibility for the fiscal management of the District.
- C. Serves as Treasurer to the Board of Directors.
- D. Maintains adequate school finance, business, property, school population, and student records.
- E. Has the power to direct expenditures and purchases within the limits of the detailed budget.

IV. PERSONNEL

- A. Nominates professional staff for Board election.
- B. When authorized, selects a teacher for employment with later confirmation by the Board.
- C. At any time may suspend an employee for cause, and report the case to the Board at their next regular meeting.
- D. Has the authority to accept employee resignations on behalf of the Board and inform the Board at the next appropriate meeting.
- E. Employs and discharges support staff in accordance with District policy, negotiated contracts, and State statute.

V. OTHER

- A. Advises the Board on the need for new/revised policies and formulates policies for Board consideration.
- B. Implements District policy and Board directives.
- C. Takes appropriate action in any case or event not covered by policy and reports such action to the Board.

- D. Serves in an advisory capacity to Board sub-committees.
- E. Establishes a public relations program to keep the public informed of the activities and needs of the District.
- F. Establishes such permanent or temporary councils, cabinets, and committees as she/he deems necessary for proper administration, advice or improvement of community understanding.
- G. Assumes primary responsibility for school construction projects.
- H. Works cooperatively with town officials, University personnel, and State Department of Education officials.
- I. Keeps current with educational thought and practices by advanced study, attending conferences and workshops.
- J. Performs such other tasks as may, from time to time, be assigned by the Board.

Adopted: December 14, 1993
Revised: February 10, 1998
Reviewed: January 29, 2009