

AP2920-A

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Role Description of the
Superintendent of Schools

TITLE: Superintendent of Schools

QUALIFICATIONS:

1. Completed State Board of Education approved educational administration collegiate program at the CAGS level OR
2. Acquired competence, skills, and knowledge in the following areas through experience in comparable leadership positions in education or other profession.
 - a. Organizational management and development
 - b. Group leadership - human relations skills
 - c. Educational philosophy and program development
 - d. Goal setting and evaluation of program effectiveness
 - e. The law and education
 - f. Staff development and adult education
 - g. Community-school partnership development
 - h. Communication skills
 - i. Needs assessment (pupil, staff, community)
 - j. Budgeting, cost effectiveness
 - k. The change process

REPORTS TO:

Commissioner of the State Board of Education.
Merrimack School Board.
Bedford School Board.

SUPERVISES:

All personnel in the District.

JOB GOAL:

To serve as the executive head of the public schools. S/he shall be responsible for planning and administering their affairs subject to statutory requirements, the regulations of the State Board of Education, and the policies of the School Districts. The position shall develop and maintain a system of public schools, capably staffed to provide quality education and supportive services. The Superintendent shall provide, develop, and implement the procedures to achieve educational objectives within the administrative unit.

PERFORMANCE
RESPONSIBILITIES:

1. Nominates all professional central office personnel.
2. Directs and supervises the work of all employees of the District and has all powers necessary to make such direction effective. While the Superintendent has ultimate responsibility, s/he may delegate powers and duties to other personnel.
3. Nominates all certificated staff and appoints other employees in accordance with the laws and regulations of the State Board of Education and School Board policies.
4. Is responsible for the selection and purchase of textbooks and all other scholastic apparatus and supplies in accordance with the regulations of the School Board and the State Board. Sees that the same are distributed suitably to the schools, accounted for accurately, and used economically.
5. Is responsible for developing and recommending to the School Board the annual budget for the support of the educational program and for the operation and maintenance of schools in accordance with School Board policy.
6. Is responsible for an accounting system and financial reporting procedure in order that all funds will be accounted for in accordance with School Board policy, and local and state law.
7. Is responsible for the development of an educational plan for the District. Recommends a program of studies suitable to the needs of the pupils and the community in accordance with School Board policies, state statutes, and State Board regulations.
8. May remove, for cause, a teacher or other employee of the District in accordance with state statutes.
9. Recommends the dismissal of certified staff to the Board, recognizing its authority to dismiss according to the statutes.
10. Provides for temporary vacancies and has the authority to secure supplies immediately needed for the operation of the schools.
11. Is responsible for maintaining records and making reports as required by the State Board of Education and the School Board.
12. Admits pupils to school attendance in accordance with the laws of the state and the regulations of the State Board and policies of the Boards. Assigns students to such classes and grades as s/he finds their needs warrant, consistent with Board policy.
13. Provides for the alleviation of hazardous conditions of an emergency nature that affect the health and welfare of pupils.
14. Is responsible, after notice, for the implementation of the policies and regulations of the State Board of Education. Participates in the development and evaluation of said policies and regulations as requested by the Commissioner of Education.
15. Is responsible for the evaluation of personnel and programs in accordance with School Board policies.
16. Delegates, at his/her 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 him/her of final responsibility for the action taken under such delegation.

17. Keeps informed of modern educational thought and practices by advanced study, visiting school systems elsewhere, attending educational conferences, and other appropriate means. Keeps the Boards informed of trends in education.
18. 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.
19. Makes recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety.
20. Performs such other tasks as may be assigned from time to time.
21. Recommends the establishment or alteration of attendance boundaries for all schools in the interest of good administration of the instructional program. Approves the special transfer of students from one neighboring district to another only when, in his/her opinion, conditions warrant such action.
22. Directs staff negotiation with professional and non-professional personnel.
23. Coordinates the work of administrative staff members, provides counsel and motivation, and fosters an esprit de corps.

TERMS OF
EMPLOYMENT:

Twelve-months a year.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the School Administrative Unit policy.