



TRITON REGIONAL SCHOOL DISTRICT

Respect, Integrity, and Excellence for All

POSITION: *Superintendent of Schools*

PURPOSE OF POSITION:

To provide leadership in developing and maintaining the best possible educational programs and services, so that each individual student enrolled in the district may be provided with a complete, valuable, meaningful, and personally rewarding education

Further, to oversee and administer the use of all district facilities, property, and funds with a maximum of efficiency, and an ever-present, overriding concern for their impact upon each individual student's education

REPORTS TO: The School Committee

SUPERVISES: Central Office Administrators and Building Principals

PERFORMANCE RESPONSIBILITIES:

1. Attend and participate in all meetings of the School Committee, except when own employment or salary is under consideration
2. Serve as an ex-officio member of committees and subcommittees
3. Administer as chief school executive, the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the School Committee
4. Advise the School Committee on the need for new or revised policies and see that all policies of the Committee are implemented
5. Prepare and submit to the School Committee recommendations relative to all matters requiring Committee action, placing before the Committee such necessary and helpful facts, information, and reports as are needed to ensure the making of informed decisions
6. Take necessary actions, in the absence of specific applicable policy, to address and resolve issues which require action in a time frame which does not permit or allow for School Committee policy development
7. Inform and advise the School Committee about programs, practices, and problems of the schools, and keep the Committee informed of the activities operating under the Committee's authority
8. Supervise the carrying out of all laws, regulations, and School Committee policies
9. Delegate at own discretion to other employees of the District 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 the final responsibility for the action taken under such delegation

10. Conduct a periodic audit of the total school program, and advise the School Committee of recommendations for the educational advancement of the schools
11. Inform the School Committee of all courses of study, curriculum guides, and time schedules to be used in the schools in a timely fashion
12. Oversee the timely revisions of all curriculum guides and courses of study
13. Prescribe rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with published policies
14. Communicate directly or through delegation all actions of the School Committee relating to personnel matters to all employees
15. Direct staff negotiations with professional and nonprofessional personnel
16. Provide the School Committee a monthly report detailing all changes in Personnel and staffing which have occurred the previous month
17. Hold such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools
18. Direct and supervise, through the established chain of command, the work of all employees of the district
19. Suspend any employee for just cause, and report such suspension to the School Committee
20. Authorize the promotion, salary changes, demotion, or dismissal of all employees
21. Assume responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submit it to the School Committee for review and approval
22. Prepare annual and special reports to the School Committee and community
23. File, or cause to be filed, all reports required by the state and the school code
24. Conduct long-range planning for school district organization and school housing, including coordination with other community agencies and ad hoc committees
25. Represent the district in its dealings with other school systems, institutions, agencies, and community organizations
26. Attend such conventions and conferences as are necessary to keep abreast of latest educational trends
27. Establish and maintain effective school-community interaction programs, including publications and news releases
28. Perform such other tasks as may from time to time be assigned by the School Committee

QUALIFICATIONS:

1. A minimum of a master's degree, preferably a doctorate, from an accredited college or university
2. Experience as a teacher in an elementary or secondary school
3. Experience as an administrator in either a school, or school setting, a business enterprise or government agency
4. Licensed or qualifications to be licensed as a Superintendent in the Commonwealth of Massachusetts
5. Belief in high academic standards, understanding of varied means of promoting academic excellence in a public school education and the ability to ensure that student receive a solid and academically rigorous education, suited to their abilities
6. A thorough understanding of the goals and requirements associated with a timely and effective implementation of the Educational Reform Act of 1993
7. An ability to work effectively with diverse groups: committee members, administration, faculty, students, parents, taxpayers, etc.
8. An ability to respond appropriately to criticism, to articulate the policies and practices of the schools and to respond to current problems, desires for change and fiscal restraints.
9. An ability to administer a labor contract
10. Such alternatives to the above qualifications as the School Committee may find appropriate and acceptable.

ATTRIBUTES:

- Committed to the core values of the district
- An expectation that all children can learn if provided the right opportunity
- An unwavering commitment to student success
- Leadership and resource management skills
- High level communication and interpersonal skills
- A commitment to collaborative practice within a professional learning community
- A strong focus on best practice in teaching, learning and assessment
- Able to delegate and exercise good judgment
- Detail oriented
- Able to multi-task

TERMS OF EMPLOYMENT:

- Annual Work Schedule: 260 Days Per Year
- Vacation Schedule: 25 Days Per Year
- Health and Benefits Per District Policies and Agreements
- Salary to be negotiated with the School Committee

HIRING RANGE: \$165,000 - \$185,000

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on Evaluation of Superintendent of Schools