Policy CB-R - Superintendent Job Description

JOB TITLE: Superintendent of Schools

QUALIFICATIONS:
1. Certificate, license or other legal credentials required by the State of Maine.
2. Degree(s) required in a related area of study.
3. Classroom teaching experience and educational/administrative superintendent experience preferred.
4. Such alternatives to the above qualifications as the West Bath School Administrative Unit Board may find appropriate and acceptable.

REPORTS TO: West Bath School Administrative Unit Board of Directors

SUPERVISES: All Administrative and supervisory personnel of West Bath School Administrative Unit. In the event the Superintendent and Principal are the same person, he/she supervises all employees of the West Bath School Administrative Unit.

JOB GOAL: To provide leadership in developing and maintaining the best possible educational programs and services for West Bath.

PERFORMANCE RESPONSIBILITIES:
1. Educational Leadership
   a. Monitors the effectiveness of the school programs and makes recommendations to the Board for improvement.
   b. Encourages innovations in programming to meet educational needs.
   c. Actively involves the teaching staff in curriculum development and decisions.
   d. Provides visible leadership in all schools and is fully aware of instructional practices in each school.
   e. Researches and implements best educational practices to insure that all students have a quality educational program.

2. Goals and Objectives
   a. Enforces all constitutional or statutory laws, State board regulations, and School Board policies in West Bath.
   b. Establishes realistic goals and objectives with the West Bath School Administrative Unit Board of Directors
   c. Adheres to goals, mission, and objectives set by the West Bath School Administrative Unit Board of Directors

3. Organization
   a. Develops and implements short and long-range planning.
   b. Develops management systems to administer the rules, regulations and the needs of West Bath.

4. Personnel
   a. Consistently secures and assigns the best available personnel.
   b. Develops and executes sound personnel policies and practices.
   c. Administers personnel salary, benefits, and evaluations programs.
   d. Thoroughly and thoughtfully evaluates employee performance and provides goals and objectives, and measures performance of same.
e. Recognizes the value in leading by example. Provides a model for character and professional standards.

5. Business/Finance
   a. Prepares annual operating budget recommendations and implements the approved budgets in accordance with School Board policy.
   b. Evaluates financial needs and makes recommendations and justification for adequate funding.
   c. Determines that funds are spent in accordance with the adopted budget.
   d. Determines that adequate accounting procedures and records are maintained.
   e. Advocates for equitable funding with the Department of Education.
   f. Seeks alternative funding sources through grant writing as appropriate.

6. Facilities Management/Transportation
   a. Directs appropriate management of the West Bath School facilities.
   b. Promotes the proper use and care of all school facilities and equipment.
   c. Recommends new facilities or renovations to existing facilities as needed.
   d. Oversees and monitors the transportation system.
   e. Develops and maintains an ongoing facility maintenance program that accurately represents future building code requirements and short and long-range capital improvements. Actively pursues funding for support of this plan.

7. Community Relations/Communications
   a. Develops and implements an effective community relations plan.
   b. Develops a positive working relationship with the general public and the community agencies.
   c. Keeps the community active in and informed about educational issues and policies.
   d. Communicates the educational concerns of West Bath SAU to appropriate legislators.
   e. Ensures the Board can concisely explain the budgets and provides clear input during Town Meetings as requested.
   f. Makes good use of volunteerism as well as diplomatically avoiding volunteer involvement when appropriate. Develops a volunteer evaluation program.

8. Board Relations
   a. Prepares reports and material to the Board and makes recommendations for action.
   b. Keeps the Board informed about operations and key issues in the West Bath SAU.
   c. Informs the Board of pending legislation.
   d. Prepares monthly report to inform the Board of ongoing activities.

9. Professional Development
   a. Continues professional development by: course work, conference attendance, work on professional committees, and visits to other districts.
   b. Supports and encourages staff development to promote excellence. This area should be addressed in employee evaluations.

TERMS OF EMPLOYMENT: 225 days per year

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board’s policy.

Cross Reference:
   CB - School Superintendent
   CBC - Duties of a Superintendent
   CBD - Superintendent’s Contract