

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

