

EASTFORD SCHOOL DISTRICT
12 Westford Road P.O. Box 158
Eastford, CT 06242

JOB DESCRIPTION

TITLE: Superintendent

QUALIFICATIONS:

1. Meets current state qualifications for Superintendent; and
2. Holds a master's degree or higher;

REPORTS TO: Board of Education.

DUTIES: The Superintendent, consistent with State Statutes 10-157(a) "is the chief executive officer of the Board of Education" and "shall have executive authority over the school system and the responsibility for its supervision."

I. Educational Leadership

Educational leadership is grounded in relationships: working with the Board of Education, community and staff to define a comprehensive vision for the district; identifying the values and ethics under which the school functions; creating a culture and climate that nurtures and capitalizes on talents and skills; setting high performance expectations for students and staff.

Responsibilities:

1. Serves as the Board of Education's educational leader and chief executive.
2. Works with the Board of Education, staff and community to facilitate the development and implementation of a vision of learning that sets high performance expectations for all students and staff.
3. Sets specific and measurable educational goals and regularly assesses and reports on progress towards those goals.
4. Provides leadership in curriculum development.
5. Defines educational needs, develops policies and plans to meet those needs.

II. Organizational Management

Organizational management concerns the effective facilitation of the operations of the school district and its programs and pertains to the following: planning and organizing; hiring, evaluating and supervising staff; implementing policy; preparing and overseeing the budget; ensuring the health and safety of students and staff; and regularly reporting to the Board of Education.

Responsibilities:

A. PLANNING AND ORGANIZATION

1. Oversees the organization and management of the district's operations.
2. Administers and supervises the district program, staff and building in accordance with Board of Education policies and relevant Connecticut General Statutes.

3. Maintains directly or through delegation such personnel records, pupil accounting records, business records and other records, which are required by law and by Board policy.
4. Shall delegate at own 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 action or duty does not relieve the Superintendent of final responsibility for the action taken under such delegation.
5. Acts at own discretion, if action is necessary, in any matter not covered by Board policy; reports such action to the Board as soon as practical; and recommends policy in order to provide guidance for the future.
6. Prepares and submits to the Board recommendations relative to, virtually, all matters requiring Board action, placing before the Board (in a timely manner) helpful facts, information, and reports as are needed to ensure the making of informed decisions.
7. In cooperation with the Chairperson of the Board, prepares the agenda for meetings of the Board of Education and attends and participates in all regular and special meetings of the Board.
8. Files, or causes to be filed, all reports required by the state and the Board of Education.
9. Maintains adequate records for the district, including a system of financial accounts; business and property records; and personnel, school population, and scholastic records. Acts as custodian of such records and of all contracts, securities, documents, title papers, books of records and other papers belonging to the Board.
10. Has authority to close school temporarily whenever conditions exist that may endanger the health and safety of the students.
11. Performs such other tasks as may from time to time be assigned by the Board.

B. PERSONNEL:

1. Authorized to employ personnel consistent with budgetary limits. Periodically, next meeting, provides the Board of Education with a list of appointees to become a part of the official Board minutes. Administrative and supervisory personnel are subject to the approval of the Board.
2. Consistent with Board of Education policy, recruits, hires and retains personnel for the school district who show potential to best meet the needs of all students. Provides a system of support, supervision and consistent evaluation to ensure that all staff members are effective.
3. Accepts resignations when time lines require action and reports such action at the next meeting of the Board.
4. Has authority to assign and transfer personnel and reports such action to the Board.
5. Recommends to the board the number and types of positions required to provide for the proper operation of the school system
6. Assists the Board in all negotiations between the Board and bargaining units or employee groups.

C. POLICY

1. Implements policies adopted by the Board of Education and assists the board by recommending changes to policies and developing new policies where needed.
2. Develops, implements and informs the Board of Education of administrative procedures and regulations necessary to implement Board of Education policies.
3. Is responsible for compliance with the policies of the Board of Education, state and federal laws and regulations of the State Board of Education.

D. FISCAL

1. Budget: Prepares, advocates for and implements an annual budget that addresses district goals and meets the needs of all students; reports regularly to the Board of Education on the status of the budget and any other fiscal concerns or issues.
2. Aggressively seeks out grant funding opportunities.
3. Establishes and maintains efficient procedures and effective controls for all expenditures of district funds in accordance with the adopted budget. Shall approve for correctness bills, accounts and payrolls for all employees.
4. Acts as purchasing agent for the Board, and establishes procedures for the purchase of books, materials and supplies.

E. FACILITIES

1. Is responsible for the proper maintenance of buildings and grounds and conducts a continuous review of maintenance needs, both immediate and long term, and reports such needs to the Board of Education.
2. Works with the Board of Education and the Facilities Committee to plan for and implement major repairs and capital improvement projects.

III. Community and Board of Education Relations

Community and Board of Education relations are critical to the success of the Superintendent and the school system. The Superintendent works with the Board of Education and the community to: establish a vision, goals and objectives for the district; communicate regularly and clearly with the community; provide data and information to the Board of Education to assist with the evaluation of the district operations and programs; and represent the district to the community. The Superintendent, in cooperation and consultation with the Board of Education, is responsible for maintaining positive working relationships with local, regional and state organizations and agencies.

Responsibilities:

1. Provides professional advice and keeps the Board of Education informed and updated on educational issues and needs and operations of the school system by providing appropriate recommendations and supporting data.
2. Responds to communications from staff and community, as appropriate, and ensures the adherence and appropriate response through the chain of command and keeps Board of Education members informed about significant operational issues in a timely manner.
3. Works effectively with local, state and federal levels of government.
4. Works in a professional manner with the Board of Education, community members and the media.
5. Interprets and clarifies the purposes and needs of the school system to Board, staff, and public.
6. Represents the district before the public, and maintains, through cooperative leadership, both within and without the school, such a program of publicity and public relations as may keep the public informed as to the activities, needs, and successes of the school and students.
7. The Superintendent will present an annual "State of the District address" to the Board of Education and the public.

IV. Personal and Professional Qualities and Relationships

Personal and professional qualities and relationships are critical to the effectiveness of leaders and managers. Superintendents must continue to refine and develop their skills and contemporary knowledge; lead ethically and make decisions based on sound professional practice; interact in a manner that best represents the interests of the school district; and maintain a healthy balance between professional obligations and personal life.

Responsibilities:

1. Maintains high standards of ethics, honesty and integrity in all professional matters.
2. Demonstrates the ability to interact effectively with individuals and groups both within and outside the school district to accomplish the goals of the district.
3. Maintains poise and exhibits diplomacy in the full range of his/her professional activities.

EVALUATION:

The Superintendent will be formally evaluated on an annual basis by the Board. The Superintendent will prepare for this evaluation by reviewing the goals for that year and the progress towards those goals. Any significant additional accomplishments, not related to the initial goals, will also be noted. Specific and measurable goals for the upcoming year will be discussed with the board and become part of the evaluation report. In addition to goals and accomplishments, performance will also be assessed in the four categories of this job description including; I. Educational Leadership, II. Organizational Management, III. Community and Board of Education Relations and IV. Personal and Professional Qualities and Relationships.