

**Superintendent of Schools - Job Description
School Union #93**

4107

Title: Superintendent of Schools

Qualifications: Certificate as a Superintendent of Schools in the State of Maine required.

A demonstrated capacity to enhance and implement a vision of educational excellence and progress appropriate to the advancement of students, families, and the greater community of School Union #93.

Reports To: Town school committees of Union #93 and the Union #93 Joint School Committee.

Supervises: All administrative and supervisory personnel of Union #93 and, through those personnel, every employee of Union #93.

Job Goal: To inspire, lead, guide, and direct every member of the administrative, instructional, and supportive services teams in setting and achieving the highest standards of excellence, so that each individual student enrolled in our 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 concern for their impact upon each individual student's education.

Performance Responsibilities:

1. Attends and participates in all meetings of the Boards and their committees, except when own employment or salary is under consideration.
2. Serves as ex officio member of committees.
3. Administers 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 Boards.
4. Advises the Boards on the need for new or revised policies and sees that all policies of the Boards are implemented.
5. Prepares and submits to the Boards recommendations relative to all matters requiring Board action, placing before the Boards such necessary and helpful facts, information, and reports as are needed to ensure the making of informed decisions.
6. Acts on own discretion if emergency action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy in order to provide guidance in the future.
7. Informs and advises the Boards about the programs, practices, and problems of the schools, and keeps the Boards informed of the activities operating under the Boards' authority.
8. Supervises the carrying out of all laws, regulations, and Board policies.
9. Makes all administrative decisions within the school necessary to the proper function of the school union.
10. Makes such administrative regulations and gives such instructions to school employees and students as may be necessary to implement Board policy.

11. Delegates at own discretion to other employees of the Boards 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 final responsibility for the action taken under such delegation.
12. Formulates school objectives, policies, plans, and programs in conjunction with the town school committees of School Union #93; prepares (or causes to be prepared) and presents facts and explanations necessary to assist the Boards in their duty of legislation for the schools.
13. Conducts ongoing audits of the total school program, and advises the Boards on recommendations for the educational advancement of the schools.
14. Recommends to the Boards for adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools.
15. Oversees the timely revisions of all curriculum guides, educational standards, courses of study, and assessments necessary for the advancement of the schools.
16. Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with published policies.
17. Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees, and receives from employees communications to be made to the Board.
18. Participates and advises school board members in staff negotiations with professional and nonprofessional personnel, and acts as a resource to both sides.
19. Recommends for appointment, election, or employment all employees of the Boards except professional officers of the Boards, and assigns and transfers, and informs the Boards of same, and recommends for dismissal any and all employees of the Boards except professional officers of the Boards.
20. Assigns and defines the duties of all personnel, subject to Board approval.

21. Conducts such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
22. Supervises methods of teaching, supervision, and administration in effect in the schools.
23. Approves vacation schedules for salaried district employees under direct supervision.
24. Suspends any employee for just cause, and reports such suspension to the Board.
25. Recommends to the Board for final action the promotion, salary changes, demotion, or dismissal of any employee.
26. Reports to the Board the case of any employee whose service is unsatisfactory, and recommends appropriate action.
27. Submits to the Boards a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums.
28. Supervises the preparation and presentation of the annual budgets and recommends the budgets to the Boards for approval.
29. Establishes and maintains efficient procedures and effective controls for all expenditures of schools funds in accordance with the adopted budgets.
30. Acts as purchasing agent for the Boards, and establishes procedures for the purchase of books, materials, and supplies.
31. Provides suitable instructions and regulations to govern the use and care of school properties.
32. Recommends to the Boards sales of all property no longer required by the Boards, and supervises the proper execution of such sales.
33. 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.

34. Files, or causes to be filed, all reports required by the state and the school code.
35. Recommends the establishment or alteration of attendance boundaries for all schools in the interest of good administration of the instructional program, and approves the special transfer of students from one neighboring district to another only when, in the superintendent's opinion, conditions in each case warrant such action.
36. Makes recommendations to the Boards concerning the transportation of pupils in accordance with the law and the requirements of safety.
37. 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.
38. Represents the district in its dealings with George Stevens Academy and any other high schools to which the towns of Union #93 tuition students.
39. Attends, or delegates a representative to attend, all meetings of municipal agencies at which matters pertaining to the public schools appear on the agenda or are expected to be raised.
40. Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the Boards informed of trends in education.
41. Represents the schools before the public, and maintains, through cooperative leadership, both within and without the schools, such a program of publicity and public relations as may keep the public informed as to the activities, needs, and successes of the schools.

- 42. Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the schools and the community.
- 43. Keeps the public informed about modern educational practices, educational trends, and the policies, practices, and problems in the union's schools.
- 44. Confers periodically with professional and lay groups concerning the schools' program, and transmits to the Boards suggestions gained from such conferences.
- 45. Performs such other tasks as may from time to time be assigned by the Boards.

Terms of Employment: Twelve months a year. Salary to be arranged with the Board.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of the Superintendent.

Adopted: Joint School Committee of Union #93 - April 9, 1992

Reaffirmed: Joint School Committee of Union #93 - March 2, 1995

Amended: Joint School Committee of Union #93 - April 2, 1998

Reaffirmed: Joint School Committee of Union #93 - October 30, 2006

Reviewed and agreed to by: _____
(incumbent)

Date