

2131 SUPERINTENDENT OF SCHOOLS (JOB DESCRIPTION)

School boards elect a Superintendent to lead and manage the school district. The Superintendent is the Chief Executive Officer of each Board of Education of the member towns within the Regional School District One and acts in accordance with each Board's policies. As such, the Superintendent has the general authority to act at his/her discretion, subject to later approval by each Board of Education, upon all emergency matters and those as to which his/her powers and duties are not expressly limited or are not particularly set forth. The Superintendent advises each Board on policies and plans that the Board takes under consideration and takes the initiative in presenting to the Board, and each Member Town Board, policy and planning issues for their attention.

The Superintendent's duties and responsibilities are derived largely from these sources: Connecticut statutes, Board of Education policies, his/her employment contract, and the job description.

The Superintendent ensures that each Board's policies and federal and state laws and regulations are adhered to throughout the Region. In harmony with the policies of the Boards of Education and federal and state laws and regulations, the Superintendent has executive authority over the school system and the responsibility for its supervision.

The Superintendent, in accordance with statutory requirements, is responsible for assuring and enhancing the educational opportunities of the students in each school district and for providing for the coordination of programs and services between each of the Boards from pre-kindergarten through grade twelve.

The role of the Superintendent is to ensure that the growth and well-being of students are the primary focus of the schools in the Region. The Superintendent is responsible for ensuring that the principal of each school sets educational standards and measures student achievement in his or her school.

The Superintendent is responsible for working with each of the Boards to develop and implement short- and long- range plans for school improvement. With the Board of Education, the Superintendent is responsible for the development and implementation of school curricula, instructional programs, and the evaluation of the programs. The Superintendent is also responsible for overseeing each school's implementation and enforcement of all state and federal statutes and programs.

The Superintendent is responsible for working with other school leaders to serve the needs of all students and to meet each school's goals. The Superintendent is responsible for assuring that each teacher and administrator in the Region is evaluated each year in accordance with statute. It is the Superintendent's job to see that Administrators are effective leaders, working with the teachers and other staff members at each school to serve the needs of students and meet the school and regional goals. The Superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.

In consultation and collaboration with the Boards, the Superintendent is expected to communicate with, and be responsive to, the concerns and interests of district stakeholders. The Superintendent must consider how financial and human resources of the district are utilized in order to achieve the best results.

CONSISTENT WITH THE RESPONSIBILITIES ABOVE, EXPECTATIONS FOR THE SUPERINTENDENT ARE MORE SPECIFICALLY DESCRIBED AS FOLLOWS:

EDUCATIONAL LEADERSHIP/SUPERVISION

- Facilitates the development and implementation of a vision of learning that sets high performance expectations for all students and staff.
- Leads the school districts in the implementation of the Regional Strategic Plan for School Improvement.
- Monitors and supervises progress of each school's Strategic Plan for School Improvement, as aligned to regional initiatives in the Regional Strategic Plan, in order to ensure accountability for student achievement.
- Is well-versed with the latest instructional research-based programs.
- Provides recommendations to each of the Boards for effective and efficient allocation of district resources.
- Provides leadership, support, and public advocacy for Principals in the development, implementation, and adjustments in their Strategic Plan.
- Ensures the evaluation of programs and that relevant data are utilized to inform future programs.
- Defines expectations for personnel performance.
- Develops and implements staff performance evaluation systems.

ORGANIZATIONAL MANAGEMENT

- Implements the vision of each Board by making decisions about educational programs, spending, staff, and facilities, in harmony with the policies of each Board.
- Recommends certified personnel hires to each Board.
- Applies ethical, contractual, and legal requirements for personnel selection, development, retention, promotion, and dismissal.
- Guides, advocates for, and ensures implementation of each annual budget that addresses each district's and regional needs.
- Works with each of the Boards individually and collectively to formulate policies for the Region.

- Implements adopted policies and recommends changes when appropriate.
- Provides technical assistance during labor negotiations and administers negotiated labor contracts.

COMMUNITY/BOARD OF EDUCATION RELATIONS

- Facilitates communication with each Board of Education, staff, and community.
- Provides professional advice and informs each Board of Education of educational issues, needs, and operations of the school system.
- Responds to communications from staff and community, as appropriate, and ensures the adherence and appropriate response through the chain of command.
- Maintains attention on the attainment of district goals and reports progress toward goal attainment on a regular and periodic basis.

PERSONAL AND PROFESSIONAL QUALITIES AND RELATIONSHIPS

- Maintains high standards of ethics, honesty, and integrity in all professional matters.
- Is a strong advocate for public education and demonstrates the courage to support his/her convictions.

In Regional School District #1, the Superintendent is employed by the member Boards and evaluated by the All Boards Chair (ABC) Committee in accordance with section 1.4 of the Joint Employment Agreement. These members, as a whole, are responsible for evaluating the Superintendent's performance on a yearly basis in accordance with the provisions of this Job Description.

Adopted by the Salisbury Board of Education: November 5, 2018
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