

Somers Public Schools
Job Description

- Title:** Superintendent of Schools
- Overview:** The Superintendent serves as the chief executive officer of the Board of Education. The Superintendent has sole executive authority over the school system and the responsibility for its operation and supervision. He/she acts on own discretion if action is necessary in any matter not covered by Board policy, reports such actions to the Board as soon as is practicable, and recommends policy changes in order to provide guidance in the future. The Superintendent delegates 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 power or duty does not relieve the Superintendent of final responsibility for the action taken under such delegation.
- Qualifications:** Connecticut certification as a Superintendent of Schools
Such additional qualifications as the Board of Education may require at its discretion.
- Reports To:** Somers Board of Education
- Supervises:** All administrative and supervisory personnel of the district and through them all employees.
- 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 an ever-present overriding concern for their impact upon each individual student's education.

I. Board – Superintendent Interactions

The Superintendent works with the Board of Education to establish trusting relationships, a vision, goals and objectives for the district. The Superintendent communicates regularly and clearly with the Board and provides necessary data and information to assist them with the evaluation of district programs and operations.

A. Executive Function

- 1a. Makes recommendations to the Board relative to matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to assist in making informed decisions.
- 2a. Advises, counsels, and assists the Board in the timely development of appropriate planning documents and realistic annual district goals.
- 3a. Informs and advises the Board about the programs, practices, and challenges of the school district, and keeps the Board informed of the activities and needs which fall under the Board's authority.
- 4a. Informs the Board about current federal and state laws, local ordinances and the policies and regulations of the district and advises the Board on the need for new or revised policies.
- 5a. Informs the Board about the financial condition of the district and proposes short and long range recommendations.
- 6a. Studies concerns and complaints and reports to the Board when appropriate.
- 7a. Prepares in collaboration with the Board Chairman, the agendas for meetings and delivers the agendas and associated materials well in advance of the meetings to the entire Board.
- 8a. Attends and participates in all meetings of the Board of Education (including executive sessions), unless excused by the Board for good cause.
- 9a. Carries out directives from the Board.

B. Communication

- 1b. Uses effective written and verbal language in communicating with the Board.
- 2b. Develops and informs the Board concerning the public communications plan.

C. Relations

- 1c. Demonstrates respect and cooperation in relationships with the Board. Remains impartial and treats all members fairly.
- 2c. Maintains liaison between the Board and personnel, working toward a high degree of understanding and respect between the staff and the Board.

II. Educational Leadership

The Superintendent develops a comprehensive vision for the district. He/she identifies the values under which the schools function, sets high performance expectations for students and staff, and advocates for and supports quality research-based programs to enhance teaching and learning.

1. Leads and directs the instructional program of the school system, placing equal emphasis on the needs of each student.
2. Ensures best practices based on current research related to learning, teaching, student development, organizational development, technology, and data management to optimize learning for all students.
3. Develops and implements District Strategic Plans that support the vision, mission and goals of the school district.
4. Assumes overall responsibility for developing and maintaining curriculum for all subjects and programs and oversees the timely revision of all curriculum guides and courses of study.
5. Advocates for innovative pedagogical strategies to ensure high quality and relevant instruction.
6. Recommends to the Board for its adoption all courses of study, curriculum guides and major changes in instructional resources.

III. Community/Public Relations

The Superintendent, in cooperation and consultation with the Board of Education, maintains positive working relationships with the community, local, regional and state organizations and agencies.

1. Establishes and implements a public communications plan keeping the community informed about the vision/mission, performance, activities, needs and successes of the schools.
2. Maintains an effective and cooperative professional relationship with community agencies (e.g. Board of Selectmen and Board of Finance), while representing the best interests of the district.
3. Represents the schools before the public and at community functions in a manner which leads to mutual respect and support.
4. Is sensitive and responsive to community and family concerns and solicits appropriate information and input regarding the educational system.

5. Uses effective written and verbal language in communicating with staff and the public.
6. Effectively utilizes technology to communicate with the community.

IV. Organizational Management

The Superintendent, as the Chief Executive Officer, efficiently and effectively facilitates the day-to-day operations of the school district and its policies.

1. Administers the schools in accordance with current federal and state laws, local ordinances, bargaining agreements, and the policies and regulations of the district.
2. Submits to the Board annual assessment reports of student academic achievement to determine progress towards meeting district goals.
3. Supervises the preparation of the detailed district budget, interpreting and presenting it to the Board for adoption.
4. Oversees the administration of the budget keeping expenditures within limits and in accordance with legal requirements and adopted Board policies.
5. Ensures that proper accounting and control procedures are followed.
6. Develops administrative regulations that support the implementation of Board policy.

V. Human Resources Management

The Superintendent recruits, hires, and retains personnel (in compliance with BOE policy) who show the potential to best meet the needs of all students and/or the school district. A system of support, supervision and consistent evaluation should be in place to ensure that all staff are effective in their positions.

A. Hiring

- 1a. Maintains up-to-date job descriptions for all personnel.
- 2a. Maintains a current recruitment plan designed to attract the best available personnel.
- 3a. Implements sound personnel practices, consistent with law, Board policy and collective bargaining agreements, including recruitment, hiring, and assignment.

B. Staff Development & Management

- 1b. Encourages an exchange of ideas and active participation in the development of district programs and initiatives among school personnel.

B. Staff Development & Management

- 1b. Provides an appropriate program of continuing growth and professional development for administrators, faculty and non-certified staff.
- 2b. Periodically reviews and reorganizes staff duties and delegates responsibilities appropriately to take full advantage of the staff's special competencies.
- 3b. Develops and maintains positive staff morale and loyalty to the school district.
- 4b. Implements sound personnel practices, consistent with law, Board policy and collective bargaining agreements, including leaves of absence, transfers, supervision, evaluation, promotion, discipline and termination of all personnel.
- 5b. Holds personnel meetings as appropriate for the discussion of matters concerning the improvement and welfare of the schools.
- 6b. Serves as liaison in all professional and non-certified negotiations.
- 7b. Makes recommendations to the Board regarding salary and tenure of all employees.

C. Evaluation

- 1c. Implements and maintains a personnel evaluation system insisting on a high level of performance by all staff.
- 2c. Supervises and evaluates Principals, Assistant Principals, Director of Pupil Services, Director of Business Services, Director of Curriculum and Instruction, Director of Technology and Information Services, Supervisor of Buildings and Grounds, and Administrative Assistant to the Superintendent.

VI. Personal Qualities

The Superintendent is principled, has strong interpersonal skills, leads ethically, and interacts effectively in the full range of his/her professional activities.

1. Defends principle and conviction in the face of pressure and partisan influence.
2. Maintains a high standard of ethics, honesty and integrity, in all personal and professional matters.

3. Develops collaborative and collegial relationships with professional colleagues.
4. Maintains poise and emotional stability in the full range of professional responsibilities.

Terms of Employment: Twelve-month year. Salary and working conditions per the contract between the Board of Education and the Superintendent of Schools.

Evaluation: By the Board of Education, according to the contract between the Board of Education and the Superintendent of Schools.

This job description will be reviewed and updated periodically.

Legal Reference: Connecticut General Statutes
10-157 Superintendents. Relationship to local or regional board of education; written contract of employment; evaluation of superintendent by board of education (as amended by P.A. 85-54, An Act Concerning the Appointment of a Superintendent – effective 7/1/85)

10-226 Reports to state board of education (as amended by P.A. 85-54)