

Brunswick School Department
46 Federal Street
Brunswick, ME 04011

JOB DESCRIPTION

TITLE: **SUPERINTENDENT OF SCHOOLS**

MINIMUM QUALIFICATIONS:

- Certified or certifiable as Superintendent of Schools by the State of Maine
- Master's degree in school administration
- Experience as a school administrator
- Such alternatives and/or additions to the above qualifications as the School Board may find appropriate and acceptable

REPORTS TO: Brunswick School Board

SUPERVISES AND EVALUATES:

- Directly
- Assistant Superintendent of Schools
- Business Manager
- Director of Food Service
- Director of Facilities, Grounds, and Transportation
- High School Principal
- Junior High School Principal
- Elementary Principal
- Region 10 Director
- Secretary to the Superintendent
- Indirectly
- Every district employee

JOB GOALS:

To 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.

CRITERIA: The criteria for performing the job of superintendent include the ability to function in the following categories: educational leadership; organizational leadership and management; budgeting, school finance, and business services; superintendent and board relationship; communications and community relations; supervision and evaluation.

EDUCATIONAL LEADERSHIP:

1. Develops, implements, and monitors change processes to better the educational system.
2. Must be familiar with current research and educational issues.
3. Develops a collective educational vision and sets priorities.
4. Formulates plans with staff and community for continuously improving education.
5. Attends conventions and conferences to keep abreast of latest educational trends.
6. Administers the development and maintenance of educational programs designed to meet the needs of the community and to carry out the policies of the Board.
7. Advises the Board on the need for new or revised policies and see that all policies of the Board are implemented.
8. Conducts reviews of the total school program, and advises the Board on recommendations for the educational advancement of the schools.
9. Recommends to the Board, through the use of appropriate personnel, adoption of courses of study, curriculum, teaching materials, etc.
10. Oversees the timely revisions of curriculum and courses of study.

ORGANIZATIONAL LEADERSHIP AND MANAGEMENT:

11. 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.
12. 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.
13. Assigns and transfers employees as the interest of the district may dictate, and report such action to the Board for information and record.
14. 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.
15. Secures and nominates for employment the best qualified and most competent teachers and supervisory and administrative personnel.
16. Supervises the carrying out of all laws, regulations, and Board policies.

17. Makes such rules and gives such instructions to school employees and students as may be necessary to implement Board policy.
18. Delegates, at own discretion, to other employees of the school department 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.
19. 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 school unit to another only when, in the superintendent's opinion, conditions in each case warrant such action according to policy and state laws and regulations.

BUDGETING, SCHOOL FINANCE, AND BUSINESS SERVICES:

20. Demonstrates financial forecasting, long and short term planning.
21. Files, or causes to be filed, all reports required by state, federal, and local requirements.
22. Supervises the preparation and presentation of the annual budget and recommends it to the Board for approval.
23. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with adopted budget.
24. Participates, as appropriately determined by the Board, in negotiations with unions, associations, formal or informal bargaining units or individuals.
25. Provides suitable instructions and regulations to govern the use and care of school properties.
26. Recommends to the Board sales of surplus property no longer needed and authorizes the proper execution of such sales.
27. Makes recommendations to the Board concerning the transportation of pupils in accordance with law, local policies, and safety.

SUPERINTENDENT AND BOARD RELATIONSHIP:

28. Implements Board policies for the classification and advancement of students, and for the transfer of students from one building to another.
29. Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such information as needed to make informed decisions.
30. Informs and advises the Board about programs, practices, and problems of the schools, and keeps the Board informed of the activities operating under the Board's authority.
31. Schedules and attends meetings of the Board.
32. Serves as Secretary to the School Board as required by state law.
33. Serves as an ex officio member of all school department committees, attending as appropriate.
34. Performs such other tasks as may from time to time be assigned by the Board.

COMMUNICATIONS AND COMMUNITY RELATIONS:

35. 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.
36. Communicates with and understands the cultural groups in the community.
37. Keeps the public informed of the status of the schools.
38. Attends, or delegates a representative to attend, meetings of municipal agencies at which matters pertaining to the public schools appear on the agenda or are expected to be raised.
39. Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
40. Communicates to all employees, directly or through delegation, actions of the Board relating to personnel matters and receive from employees communications to be made to the Board.

SUPERVISION AND EVALUATION:

41. Oversees methods of teaching, supervision, and administration in effect in the schools.
42. Suspends any employee for cause, and reports such suspension to the Board.
43. Recommends to the Board for final action salary changes or dismissal of any employee.

TERMS OF EMPLOYMENT:

Work year shall be twelve months. Length of contract will be determined by the Board and superintendent under the superintendent's individual contract.
Salary and benefits will be determined by the Board and superintendent under the superintendent's individual contract.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of the superintendent.