

SUPERINTENDENT' S PERFORMANCE RESPONSIBILITIES

I. POSITION

SUPERINTENDENT OF SCHOOLS of Berlin-Boylston Regional School District and School Superintendency Union #60. (Berlin and Boylston)

II. RESPONSIBLE TO:

The School Committees of Berlin, Boylston, and the Berlin-Boylston Regional School District.

III. OBJECTIVE

To provide leadership in developing and maintaining the best possible educational programs and services.

IV. PERFORMANCE RESPONSIBILITIES

Meeting Attendance:

Attends and participates in all meetings of the three (3) School Committees, the Union #60 School Committee, and their committees, except when salary is under consideration.

Policies:

Advises and assists the School Committee in exercising its powers and duties as described in the policies and bylaws, and sees that all policies and written agreements with all employees and contractors of the district schools are implemented.

Budget:

Prepares the annual operating budget recommendations and implements the School Committee approved budget.

Reports:

Prepares all local, state and federal reports as required by law and any other reports requested by the School Committee.

Recommendations:

Prepares and submits to the School Committee recommendations for change relative to all matters requiring School Committee action, placing before the School Committee such necessary and helpful facts, information, and reports as are needed to ensure the making of informed decisions.

Recruits and Appoints

Recruits and appoints administrative and central office staff.

Evaluations

Ensures all personnel are evaluated and reports the status of the evaluative process to the School Committee annually.

Dismissal

Reports to the School Committee regarding any teacher or other employee whose service is terminated.

Public Relations

Makes known to the public the policies and programs of the school district and enlists the support of the public for the educational programs provided. In conjunction with the school principals, articulates the programs in the elementary and secondary schools.

Communication

Acts as a means of communication between the School Committee and the school staff-- both professional and non-professional — and other employees of the district.

Delegation and Management

Delegates to other employees of the School Committee the exercise of any powers or the discharge of any duties with the full understanding that the delegation of power or duty does not relieve the Superintendent of final responsibility for the action taken under such delegation.

Education Practices

Keeps informed of modern educational thought and practices by such means as advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the School Committee informed of trends in education.

Professional Development

Develops and implements a program of supervision and in-service training with the assistance of any such professional development sub-committee relative to evaluation recommendations and/or educational trends.

Planning

Maintains a continuous program of long-range planning in such areas as curriculum, personnel utilization, budget, and as directed by the School Committee.

Facilities

Provides professional advice to the School Committee on planning new buildings, extensions, renovations, and equipment. Provides an ongoing evaluation of the present facilities and equipment, and makes recommendations as to updating and/or replacing.

Reports and Records

Maintains adequate records for the schools, 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,

documents, title papers, books of records, and other papers belonging to the School Committee.

Town Relations

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.

Law

Assures that all activities of the public schools under his/her jurisdiction are carried out within the laws of the Commonwealth of Massachusetts, the regulations of the Department of Education, Department of Public Safety, and the Department of Health and the by-laws of the Towns of Berlin and Boylston, Tahanto Regional Agreement and Union #60 Agreement.

Negotiations

Performs preliminary negotiations with administrators and support staff groups as directed by the School Committee. Provides consultation to personnel sub-committee in negotiations with professional staff.

Goals

Prepares yearly district goals with the School Committee as part of the evaluation process.

Supervision

Has ultimate responsibility for all schools, property, administrators, teachers, and other employees of the school district and, to that end, ensures that each school is visited as frequently as feasible.