

Administration

Superintendent of Schools Job Description

Title

Superintendent of Schools - Hamden Public Schools

Qualifications

1. Experience in teaching and school administration totaling at least eight (8) years, no less than three (3) in administration.
2. An earned Master's Degree with a major in educational administration; preferably, completion of one year of graduate work beyond the Master's Degree.
3. A valid Superintendent's License issued by the State Board of Education.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports To:

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 team, 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, a minimum of waste and an ever-present, overriding awareness of and concern for their impact upon each individual student's education.

Administration

Superintendent of Schools Job Description (continued)

Performance Responsibilities

1. 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 Board.
2. Advises the Board of the need for new and/or revised policies, develops appropriate regulations and sees that all policies of the Board are implemented.
3. Submits to the Board a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums.
4. Acts on own discretion if 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.
5. In order to assist the Board in reaching sound judgments, establishing policies and approving those matters which the law requires the Board to approve, places before the Board necessary and helpful facts, comparisons, investigations, information and reports, and makes available at the proper time the personal advice on special or technical matters of those persons who are particularly qualified to furnish it.
6. Services as the executive agent of the Board of Education and attends all meetings of the Board; attends executive session of Board meetings when appropriate; attends committee meetings as required.
7. Informs and advises the Board about the programs, practices and problems of the schools, and keeps the Board informed of the activities operating under the Board's authority.
8. 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 Board informed of trends in education.
9. Keeps the public informed about modern education practices, educational trends and the policies, practices and problems in the district's schools.
10. Maintains open communication with Mayor, Council and State Department of Education.

Administration

Superintendent of Schools Job Description (continued)

Performance Responsibilities (continued)

11. Directs the preparation of the annual budget for adoption by the Board, and administers the budget as enacted by the Board, acting at all times in accordance with legal requirements and adopted Board policies.
12. Insures that funds are managed responsibly and proper accounting and control procedures are followed.
13. 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, securities, documents, title papers, books of records and other papers belonging to the Board.
14. Recommends qualified persons for appointment by the Board to administrative and specialized positions.
15. Is responsible for hiring, assigning, evaluating and transferring all other certified and non-certified personnel in collaboration with appropriate administrators and reports such action to the Board.
16. Recommends to the Board for action the promotion, salary reclassification, demotion or dismissal of any member of the instructional staff or administrative staff.
17. Delegates, at own discretion to the 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.
18. Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
19. Directs the instructional program of the school system, assuming overall responsibility for developing and evaluating curriculum.
20. Recommends to the Board for its adoption all courses of study, curriculum guides, textbooks and major changes in the instructional program.

Administration

Superintendent of Schools Job Description (continued)

Performance Responsibilities (continued)

21. Prepares and submits to the Board annually a written assessment of the degree of success in meeting district goals and recommendations for improvements in district educational goals.
22. Is responsible for current and long-range planning for school plant facilities and for overseeing the operation and maintenance of buildings, grounds and equipment.
23. Makes recommendations to the Board concerning the transportation of students in accordance with the law and the requirements of safety.
24. Performs such other tasks as may from time to time be assigned by the Board.

Terms of Employment

Twelve months a year. Salary to be arranged with the Board.

Evaluation

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