

# **WATERBURY BOARD OF EDUCATION**

## **Special Workshop**

Tuesday, February 13, 2018 – 5:15 p.m.

Waterbury Arts Magnet School, Media Center

13 South Elm Street, Waterbury, CT

## **A G E N D A**

### ***SILENT PRAYER***

### ***PLEDGE ALLEGIANCE TO THE FLAG***

### **COMMITTEE OF THE WHOLE**

1. Discussion: Recommendations regarding the job description of the Superintendent of Schools – Scott Morgan, Dr. Rush/Ray & Associates.
2. Discussion: Recommendations regarding the salary range for the Superintendent of Schools – Scott Morgan, Dr. Rush/Ray & Associates.

### ***ADJOURNMENT***

## SUPERINTENDENT OF SCHOOLS

### GENERAL STATEMENT OF DUTIES:

Administers school system under direction of the Board of Education.

### DISTINGUISHING FEATURES OF THE CLASS:

The Superintendent of Schools is the chief executive officer of the Waterbury Public Schools. In harmony with the policies of the Board of Education, the State laws, And the State Education Commissioner's Regulations, the Superintendent has executive authority over the school system and is responsible for its effective functioning.

### EXAMPLES OF WORK: (Illustrative only)

Prepares and submits recommendations to the Board of Education relative to all matters requiring Board Action;  
Providing such information and reports necessary to insure the making of informed decisions;  
Initiates and provides guidance in the development of policies for Board consideration, and develops administrative rules and procedures to implement Board policies;  
Acts on own discretion if action is necessary in any matter not covered by Board policy and reports such action to the Board as soon as practical;  
Administers the development, maintenance and evaluation of a positive educational program to meet the needs of the community and carry out the policies of the Board;  
Assures that communication from the Board is properly disseminated;  
Conducts regular and special studies and prepares periodic and recurring reports as required by the Board;  
Studies and revises together with appropriate staff, all curriculums on a continuing basis and suggests changes in programs;  
Supervises methods of teaching, supervision and administration in the schools;  
Encourages good teaching by raising the standards and interests of the school system;  
Recommends teacher appointments to the Board and makes recommendation for other non-teacher appointment according to applicable Civil Service requirements;  
Makes assignment and approves transfers of school employees;  
Files or causes to be filed, all reports required by Federal and State agencies;  
Represents the school system in its relations with other school system, institutions and agencies, community organization and the general public;  
Interprets the program of the schools to parents;  
Participate in contract negotiations in a support role;  
Supervise preparation of the annual budget and submits with supportive evidence;  
Does other related work as delegated by the Board of Education.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Broad knowledge of the theories and practices of school administration, including some knowledge of modern business administration and public administration practices. Thorough knowledge of modern educational theories and practices of instruction, curriculum development, program development and personnel administration as applied to the operation of a school system. Demonstrated ability to plan, organize, supervise, coordinate and evaluate the work of others on a large scale. Ability to provide positive leadership; ability to communicate effectively both orally and in writing. Initiative, resourcefulness and sound judgment in resolving school administrative problems. Has demonstrated ability to handle labor management relations.

### ACCEPTABLE EXPERIENCE & TRAINING:

Candidates must have demonstrated leadership ability and be in possession of or eligible for a Connecticut State Certificate for Superintendent of Schools (093). Preference will be given to candidates with an earned doctorate in education from an accredited college or university approved by the Connecticut State Department of Education and who have three (3) or more years experience as a central office administrator at the level of Assistant Superintendent of Schools (Waterbury equivalent) or above at a k-12 system. If fewer than ten (10) candidates have doctorates then appropriately certified candidates holding degrees below the doctorate who have five (5) or more years experience as a central office administrator at the level of Assistant Superintendent of Schools (Waterbury equivalent) or above in a k-12 system may be considered.

CIVIL SERVICE COMMISSION  
WATERBURY, CONNECTICUT

Job Posting  
OPEN COMPETITIVE EXAM #1955

**OPEN COMPETITIVE EXAMINATION FOR: SUPERINTENDENT OF SCHOOLS**

**SALARY:** \$ 150, 000 ~ \$ 200, 000 per year

**FRINGE BENEFITS:** Choose from three available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan and Group Life Insurance for Individual.

**LAST DAY FOR FILING APPLICATIONS**

Applications must be received by Cooperative Educational Services no later than 4:50 pm on

**April 15, 2011**

(Please Note: Post marks will not be accepted)

**APPLICATIONS MAY BE OBTAINED** by visiting our website at [www.waterburyct.org](http://www.waterburyct.org) or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702

**APPLICATIONS MUST BE SUBMITTED TO:**

Cooperative Educational Services  
c/o Waterbury Superintendent Search  
40 Lindeman Drive  
Trumbull, CT 06611

(Please Note: Applications sent to any other address will not be considered)

**IMPORTANT:**

1. Veterans – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
  2. Residents – Residency points shall be added in accordance with the amendment to the Civil Service Rules and Regulations. Proper documentation (Civil Service Office Request for Residency Points) must be submitted with application of employment.
- THIS POSITION IS NOT ELIGIBLE FOR RESIDENCY POINTS!**

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**IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE:**

Candidates must have demonstrated leadership ability and be in possession of or eligible for a Connecticut State Certificate for Superintendent of Schools (093). Preference will be given to candidates with an earned doctorate in education from an accredited college or university approved by the Connecticut State Department of Education and who have three (3) or more years experience as a central office administrator at the level of Assistant Superintendent of Schools (Waterbury equivalent) or above at a k-12 system. If fewer than ten (10) candidates have doctorates then appropriately certified candidates holding degrees below the doctorate who have five (5) or more years experience as a central office administrator at the level of Assistant Superintendent of Schools (Waterbury equivalent) or above in a k-12 system may be considered.

**SPECIAL NOTE: Three (3) year contract provision by City Charter.**

The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination.

**APPEAL PROCESS:** An applicant may appeal a notice of rejection of his/her application to the Civil Service Commission within seven (7) days of receipt of such notice.

Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

**THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER**  
**E.O.E. M/F/H/V**

**Recommendation: Example of Minimally Required Experience and Training**

1. Be in possession of or eligible for a Connecticut State DOE 093 Certificate for Superintendent of Schools.

2. Have earned a **doctorate** in education from an accredited college or university approved by the Connecticut State Department of Education and who have **three (3) or more years' experience** as a central office administrator at the level of **Assistant Superintendent** of Schools (Waterbury equivalent) or above in a Pre-K through 12 school system.

**- - OR - -**

Have earned a **master's degree or higher** in education from an accredited college or university approved by the Connecticut State Department of Education and who have **five (5) or more years' experience** as a central office administrator at the level of **Assistant Superintendent** of Schools (Waterbury Public School equivalent) or above in a Pre-K through 12 school system.

3. **Five (5) or more years' educational experience** as a **school based administrator** (principal, vice-principal or equivalent) in a large urban school district with **more than 10,000 students**.

rev 2/5/18 From Dr. Rush