

Administration

Superintendent's Job Description

The Superintendent is the chief executive officer of the school district. S/he or designee shall attend meetings of the Board of Education and may attend meetings of its committees. S/he may participate in all executive sessions of the Board of Education at the Board's request, except when his/her own salary or employment is under consideration, and s/he shall have the right to speak on all matters before the Board of Education as a body.

The Superintendent, as the chief executive officer of the Board of Education, will have the following specific powers and duties:

Relationship with the Board

1. to serve as the executive officer for the Board and be charged with the responsibility for implementing the policies of the Board. S/he shall work with the Board Chair in planning the agenda for each meeting, shall attend all meetings and participate in all regular and special meetings of the Board and executive sessions of the Board at the Board's request;
2. to develop a harmonious and close working relationship with the Board. S/he shall treat all Board members impartially and alike, refraining from criticism of individual or group members of the Board. S/he shall go to the Board when serious differences of opinion arise in an earnest effort to resolve such differences immediately;
3. to serve as a resource person and advisor to the Board. S/he shall keep the Board informed on issues, needs, and operation of the school system. S/he shall offer advice to the Board based on thorough study and analysis, on items requiring Board action;
4. to provide a continuous appraisal of all school policies;

Educational Direction and Leadership

5. to develop administrative principles and procedures for implementing Board policy. S/he shall ensure the enforcement of all provisions of law, rules and regulations, and Board policy relating to the management of the school and other education, social and recreational activities. S/he shall interpret for the staff all Board policies and applicable laws, rules and regulations;
6. to understand and keep informed on all aspects of the instructional program at all levels. S/he shall have responsibility for the supervision of instruction and shall bring to the school, in a leadership capacity, the best in educational thought and practice. S/he shall, on a continuing basis, review and update the educational program of the school, and keep the Board informed of all changes in curriculum;

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Superintendent's Job Description (continued)

Educational Direction and Leadership (continued)

7. to recommend to the Board for its adoption all courses of study, curriculum guides and textbooks to be used in the school;
8. to encourage a positive approach to student behavior and discipline;

Personnel

9. to develop and implement sound personnel practices, consistent with law, Board policy and collective bargaining agreements, including recruitment, hiring, assignment, supervision, evaluation, promotion, and discipline of all personnel. S/he shall develop procedures for the selection of staff members. S/he shall establish standards for teacher selection, and shall provide a framework for continuing in-service training of all professional staff members;
10. to recruit qualified, professional, and non-certified personnel;
11. to nominate employees for appointment, promotion, transfer or dismissal in accordance with the policies of the Board and the procedures outlined by the law. S/he may temporarily suspend any employee for cause and shall promptly report such suspension to the members of the Board. Unless otherwise determined by the Board, s/he is authorized to continue the employment of all employees upon the adoption by the Board of the budget for the following year;
12. to supervise and evaluate all staff members. S/he shall be impartial, firm and fair in dealing with staff;
13. to encourage in-service education and the professional growth of staff through conferences, workshops, group discussions, committee/individual studies and use of consultants;
14. to advise the Board, in conjunction with the Board-designated negotiator(s), in all collective bargaining matters;

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Superintendent's Job Description (continued)

Financial Management

15. to prepare and present to the Board a preliminary annual budget in accordance with a schedule established with the Board. S/he is responsible for ensuring that the budget, as adopted by the Board and approved at the Town meeting, is properly administered. S/he shall ensure that regular reports are made to the Board on the status of the budget;
16. to establish efficient procedures to provide effective controls for all expenditures of school funds in accordance with the adopted budget. S/he shall ensure that all necessary bookkeeping and accounting records are maintained by the district;

Facilities Management

17. to supervise operations, maintenance, alterations and repair to buildings and grounds, insisting on competent and efficient performance;
18. to evaluate planned needs and recommend to the Board improvements, alterations and changes in the buildings and equipment of the district;

Community Relations

19. to supervise the public relations activities of the district. S/he shall keep the public informed about the policies, practices, and problems in the district's schools, and provide leadership in changing attitudes and practices for the future. S/he shall develop friendly and cooperative relationships with the news media;
20. to establish and maintain an effective working relationship with all segments of the community: parent-teacher organizations, local and state government, other school systems, institutions, agencies, civic organizations, and the general public. S/he shall solicit and give attention to problems and opinions of all groups and individuals;

Personal Qualities and Growth

21. to demonstrate outstanding qualities of leadership with ability to delegate authority and responsibility effectively and to hold subordinates accountable;
22. to exhibit good judgment, common sense and perception;
23. to exhibit the ability to face controversy, remain true to convictions and to live with a high-pressure job;

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Superintendent's Job Description (continued)

Personal Qualities and Growth (continued)

24. to speak well before large and small groups, expressing ideas in a logical and forthright manner;
25. to maintain professional development by reading and course work, attending conferences, working on professional committees, visiting other districts, and meeting with other Superintendents;

Management Functions

26. to coordinate and manage the district so that the school organization operates smoothly and efficiently. S/he must be able to coordinate the processes essential to achieving a smooth operation in all areas of the school district organization:
 - **Planning:** determining needs, objectives and goals;
 - **Organization:** assigning roles, responsibilities and establishing lines of communication;
 - **Control:** ensuring that progress is being made toward priorities, disciplining, making necessary staff reallocations and changes and evaluations;
 - **Decision-making:** data-collecting, analyzing data and choosing appropriately from a variety of decision-making techniques;
 - **Communication:** giving and receiving information effectively both orally and in writing, facilitating the exchange of information, views and opinions; and
27. to perform such other duties as the majority of the Board may determine.

In the execution of his/her responsibilities, the Superintendent may delegate, at his/her own discretion, to the employees of the Board, the exercise of any powers of 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.

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Appointment of Acting Superintendent

In order to provide for unforeseen extended absence, the Superintendent shall develop a process for the appointment of an Acting Superintendent.

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Procedures For Unanticipated Extended Absence of The Superintendent

In the event of an unanticipated, extended absence of the Superintendent, the following actions need to be taken by the Superintendent or the Chairperson of the Board of Education, if the Superintendent is unable to do so:

1. Notify the Chairperson of the Board of Education (the Superintendent's secretary will do this if the Superintendent is unable to do so).
2. Contact the Executive Director of CAPSS and request names of candidates to consider for an interim Superintendent.
Address: 26 Caya Avenue, West Hartford, CT 06110-1186,
Telephone: 860-236-8640
3. Contact the Executive Director of EASTCONN and request names of candidates to consider for an interim Superintendent.
Address: 376 Hartford Turnpike, Hampton, CT 06247,
Telephone: 860-455-0707
4. The Board of Education interviews prospective candidates and names an Interim Superintendent at a per diem rate agreed upon by the Board and the candidate.
5. Assign the responsibilities of the Superintendent to the Principal and/or the Assistant Principal until an Interim Superintendent is named by the Board of Education.