

<b>School Administrative Unit #2</b> <b>Job Description</b>
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**Position Title:** Superintendent of Schools

**Classification:** Administrator

**Reports To:** SAU #2 Board

**Terms of Employment:** Per contract

**Salary:** As determined by the SAU #2 Board

**QUALIFICATIONS**

1. Licensed or eligible for licensure as a Superintendent in New Hampshire;
2. Advanced (C.A.G.S.) degree or above preferred; and,
3. Minimum of 5 years in education with successful experience as an administrator or equivalent.

**SUPERVISES**

The Superintendent shall be the Chief Executive Officer of the school system and shall have, under the direction of the Board and in conformance with State laws and policies, general supervision of the public schools and of all the personnel and departments of the school system. The Superintendent is responsible for the management of the schools under the Board policies and is accountable to the Board. Further, the Superintendent is accountable to the Commissioner of Education for carrying out duties specified by the State Board of Education and/or the Commissioner.

**DIRECTLY SUPERVISES**

The Superintendent is responsible for directly supervising all principals, directors, the Assistant Superintendent, and the Human Resources Director.

**JOB GOALS**

The Superintendent shall serve as the executive head of the public schools and shall be responsible for planning and administering their affairs subject to statutory requirements, the regulations of the State Board of Education, and the policies of the districts. The position shall develop and maintain a system of public schools capably staffed to provide quality education and supportive services. The Superintendent shall provide, develop, and implement the procedures to achieve educational objectives within the administrative unit. The Superintendent shall develop, monitor and maintain strong relations with the community, including public officials, parents and voters. He/She shall strive to maintain a collaborative and cooperative relationship between the Office of the Superintendent and the community.

## PERFORMANCE RESPONSIBILITIES

1. The Superintendent shall nominate all professional staff and appoint all other employees in accordance with the laws, regulations of the State Board of Education, and School Board policies.
2. The Superintendent shall direct and supervise the work of all the employees of the districts and shall have all powers necessary to make such direction effective. While the Superintendent has the ultimate responsibility, the delegation of powers and duties to other personnel is a proper exercise of the office.
3. The Superintendent shall be responsible for developing and recommending to the School Board the annual budget for the support of the educational program and for the operation and maintenance of schools in accordance with school board policy. The budget shall be fiscally responsible weighing the financial needs of the SAU and the School Districts with the fiscal concerns of the taxpayers.
4. The Superintendent of Schools shall be responsible for an accounting system and financial reporting procedure in order that all funds will be accounted for in accordance with school board policy and State law.
5. The Superintendent shall be responsible for the development of an educational plan, strategic plan, or district improvement plan for the district or districts, and for recommending a program of studies suitable to the needs of the public and the community in accordance with school board policies, State statutes, and State board regulations.
6. The Superintendent may, for cause, remove a teacher or other employee of the district in accordance with State statutes.
7. The Superintendent shall recommend the dismissal of certified staff to the Board, recognizing its authority to dismiss according to the statutes.
8. The Superintendent shall provide for temporary vacancies and shall have the authority to secure supplies immediately needed for the operation of the schools.
9. The Superintendent shall provide for the alleviation of hazardous materials of an emergency nature that affect the health and welfare of pupils.
10. The Superintendent shall be responsible for the evaluation of personnel and programs in accordance with school board policy.