



Minuteman Regional Vocational Technical School District Lexington Massachusetts

Announcement of Vacancy – Superintendent - Director 2024/2025 School Year

The Minuteman Regional Vocational Technical School District is actively seeking experienced, qualified candidates for the position of Superintendent-Director, effective July 1, 2024. The Minuteman School Committee has engaged the Collins Center for Public Management at the University of Massachusetts Boston to assist the district with this search process.

Minuteman Regional Vocational Technical School District

Minuteman High School is an award-winning public regional career technical education high school, with an adult continuing education program, which integrates academic and technical learning. As an accredited member of the New England Association of Schools and Colleges (NEASC), Minuteman challenges all students to aspire to their full potential, accelerate their learning, and achieve success in the 21st century global community. Minuteman offers 19 career technical majors, 14 sports teams, and 20 clubs and activities. Located in Lexington in a new state-of-the-art facility, Minuteman's member towns are Acton, Arlington, Bolton, Concord, Dover, Lancaster, Lexington, Needham, and Stow. For a more comprehensive District Profile please visit <https://www.minuteman.org/>.

Mission Statement

Minuteman collaborates with parents, communities, and business leaders to serve a diverse student body with multiple learning styles. Through a challenging integrated curriculum, our students develop the academic, vocational, and technical skills necessary to be productive members of a global community. We value life-long learning that fosters personal and professional development in a safe and respectful environment. Minuteman is committed to preparing all students for success.

Superintendent-Director

The Minuteman District operation is led by the Superintendent-Director, who reports to the School Committee. The Superintendent-Director is responsible for oversight of the District's budget, operations, facilities, admissions, marketing, and overall educational vision, mission, and accountability, among other responsibilities. The school functions are led by the Principal, who reports to the Superintendent-Director. The Principal works collaboratively with the Superintendent-Director and the Executive Team on the educational mission and operational functions of the school.

The successful candidate should have the skills and experience as identified in the District's Superintendent Profile, including:

- The superintendent will possess the proven administrative, leadership, and personal skills necessary to ensure success for the entire Minuteman community.
- The superintendent will be a thought leader in CTE and workforce development.
- The superintendent will prioritize curriculum, teaching, and learning in both academics and CTE.

- The superintendent will be a strong communicator known for transparency, with excellent verbal and written skills effectively representing Minuteman to the member towns and their stakeholders, including municipal leaders, finance committees, town meetings, and community members.
- The superintendent will “put students first.”
- The superintendent believes in and leads through collaborative decision-making.
- The superintendent will lead an effective effort to expand the alumni network to inspire students, build relationships in the community, and provide job experiences for students.
- The superintendent will promote Minuteman to students, community leaders, and businesses.

The complete Superintendent Profile can be found at: <https://www.minuteman.org/>

Qualifications

The qualifications for this position include:

- Hold or be eligible for a Massachusetts DESE license as Superintendent/Assistant Superintendent or eligibility for such license.
- Hold or be eligible for the MA DESE License as Vocational Superintendent/Assistant Superintendent or CVTE Supervisor-Director.
- A Master’s degree (Doctorate preferred) in Administration, Education, or related field.
- Successful administrative leadership experience and demonstrated leadership skills, preferably in an education setting;
- Classroom or related teaching strongly preferred;
- Excellent written and oral communication skills;
- A proven ability to work collaboratively and build partnerships within the schools, the community, and town government;
- A demonstrated understanding of Massachusetts General Laws and Massachusetts Department of Elementary and Secondary Education (DESE) policies and procedures.
- Demonstrated knowledge of the laws and regulations related to the establishment and operation of all aspects of Chapter 74 approved programs.

The Minuteman School Committee is offering a regionally competitive compensation and benefits package for this leadership position, commensurate with experience and qualifications. The start date for the successful candidate will be July 1, 2024.

Application Process

If you are interested in this leadership position, please email a letter of interest in this position, current resume, and three (3) current letters of reference to Dr. Ray Shurtleff, The Collins Center for Public Management, UMass Boston, at MinutemanSuptSearch@gmail.com.

For further inquiries, please feel free to contact the Collins Center search consultant, Dr. Ray Shurtleff at Ray.Shurtleff@umb.edu.

The application deadline for this position is December 22, 2023, at 4:00 pm.

The Minuteman Regional Vocational Technical School District offers all career/vocational technical education opportunities regardless of race, color, national origin, sex, disability, religion, sexual orientation, or gender identity.