

BOURNE PUBLIC SCHOOLS

SUPERINTENDENT OF SCHOOLS JOB DESCRIPTION

Reports to: School Committee

Job Goal: To manage and direct the school system so as to provide the optimum educational opportunity for each student in this school system.

Supervises: A. Directly: Assistant Superintendent of Schools, Director of Pupil Personnel Services, Director of Business Services, Principals, and Administrative Assistant

B. Indirectly: All staff members of the school system

Responsibilities:

A. School Committee

1. Prepare and review with the Chairman of the School Committee the agendas for Committee meetings. Upon approval of the Chairman, the Superintendent shall distribute agendas and all pertinent material to the Committee.
2. Attend all School Committee meetings and make recommendations and provide explanatory information as required or requested on all agenda items before the Committee.
3. Keep the Chairman informed of all pertinent matters regarding the operation of the school system.
4. Initiate and guide the development of policies for School Committee consideration and develop such administrative rules and procedures as may be necessary to implement School Committee policies.
5. Subcommittees:
 - a. Prepare and review with the Chairman of the subcommittee the agenda for the subcommittee meetings.
 - b. Upon approval of the Chairman, the Superintendent shall distribute agendas and all pertinent material to the full School Committee.
 - c. Attend or assign designee to attend all subcommittee meetings and make recommendations and provide explanatory information as required or requested before the subcommittee.
6. Meet and confer with individual School Committee members as requested.
7. Implement and carry out the decisions and directives of the School Committee as they are duly approved and voted at Committee meetings.
8. Keep a file of all reports, communications, papers, and documents relating to the business of the School Committee in the Central Office.

B. School Building Committee

1. Prepare and review with the Chairman of the School Building Committee the agendas for Committee meetings. Upon approval of the Chairman, the Superintendent shall distribute agendas and all pertinent material to the Committee.
2. Attend all School Building Committee meetings and make recommendations and provide explanatory information as required or requested in all agenda items before the Committee.
3. Keep the Chairman informed of all pertinent matters regarding the School Building Committee.
4. Make recommendations to the School Building Committee regarding the facilities and equipment needs of the school system that will require capital outlay and special article requests.
5. Develop plans, specifications, and contracts for the implementation of all projects approved by the School Building Committee.
6. Oversee, supervise, and direct the completion of all projects approved by the School Building Committee, town meeting, and the general election.
7. Be prepared to speak at town meeting in response to any questions that may arise regarding School Building Committee requests before that town meeting.

C. Curriculum and Instruction

1. Oversee, supervise, and direct the job performance of the Assistant Superintendent of Schools in his/her job performance regarding his/her administration of this function of this job assignment.
2. Meet and confer regularly with administrators and other staff personnel regarding this function of the school operation.
3. Determine educational needs and make recommendations to the School Committee regarding changes in courses of study and curriculum guides.
4. Review and approve the teaching assignment of all staff personnel.

D. Personnel

1. Determine the staffing needs of the school system, assign, and define the duties of personnel.
2. Make recommendations to the School Committee regarding granting of increments to professional staff personnel.
3. Approve principal recommendations for staffing
4. Sign contracts with staff employees.
5. Make changes of assignment and transfer personnel.
6. Fill district wide vacancies of staff employees.
7. Meet and review with affected staff all problems and situations that arise to the Superintendent's level.

8. Approve vacation schedules for all appropriate personnel.

E. Evaluations

1. Oversee and monitor the job performance of all staff employees throughout the year.
2. Review all classroom visit reports and teacher evaluations submitted by administrative personnel and take appropriate action.
3. Effectuate an annual evaluation of the Assistant Superintendent of Schools, Director of Pupil Personnel Services, Director of Business Services, Administrative Assistant and building principals and take appropriate action.

F. Budget

1. Meet and confer with all appropriate personnel for the purpose of developing and constructing a financial budget for the ensuing fiscal year.
2. Submit a budget recommendation for the ensuing fiscal year to the School Committee at its regular meeting in January.
3. Review with the Budget Subcommittee of the School Committee the budgetary recommendation for the ensuing fiscal year.
4. Meet and confer with the Finance Committee, its subcommittees, and the Board of Selectman regarding the budgetary recommendation for the ensuing fiscal year.
5. Be prepared to speak at town meeting in response to any questions that may arise regarding the budget request.
6. Provide an informative breakdown of salaries, wages, and other expenses of the school budget to be voted on at the annual town meeting and distribute such breakdown to the voters at town meeting.
7. Monitor and approve all budgetary expenditures throughout the fiscal year to determine the appropriateness of requested expenditures, budgetary account balances, and the financial status of the budget.
8. Prepare a monthly financial budgetary statement to be distributed to the School Committee.

G. P.L. 874

1. Conduct the annual federal affidavit student count.
2. Prepare and submit the annual 874 application to the state and federal departments of education.
3. Attend all State Department of Education meetings regarding P.L. 874 funds.
4. Attend the annual national conferences of Impact Aid school districts.
5. Pursue vigorously the best interests of the town of Bourne regarding P.L. 874 funds with state and federal officials through all necessary means.
6. Keep the School Committee and local officials aware of the status of 874 funding to the school district.

H. Special Articles and Capital Outlay Requests

1. Meet and confer with appropriate personnel for the purpose of determining and preparing special article and capital outlay requests for the ensuing fiscal year.
2. Make recommendations to the School Committee regarding special article and capital outlay requests for the ensuing fiscal year.
3. Meet and confer with the Finance Committee, its subcommittees, and the Board of Selectman regarding special article and capital outlay requests for the ensuing fiscal year.
4. Be prepared to speak at town meeting in response to questions that may arise regarding special article and capital outlay requests.
5. Oversee and direct the implementation of all special article and capital outlay requests approved at town meeting.

I. Collective Bargaining

1. Attend all negotiations meetings with the Bourne Educators Association.
2. Attend, or assign designee to attend, all negotiations meetings with other labor groups.
3. Advise and make recommendations to the School Committee regarding all collective bargaining proposals that arise out of negotiations.
4. Review and make recommendations regarding the final language draft of all contract settlements with labor unions.
5. Oversee and direct the implementation of all collective bargaining agreements.
6. Process all grievances that arise to the Superintendent's level.

J. School Facilities

1. Be responsible for the care and charge of all school facilities.
2. Make recommendations to the School Committee and the School Building Committee regarding school facilities as the needs of the school system require.

K. State Department of Education

1. Monitor and review all communications from the State Department of Education to insure this school system is in compliance with state law and regulations.
2. Confer with the State Department of Education regarding operational questions that arise to insure that this school system is in compliance with state law and regulations.
3. Attend, or have designee attend all State department meetings that are pertinent to the interests of this school system.
4. Review and monitor all State financial reimbursements to insure the maximum reimbursements to this school system.

5. Complete and submit all required reports to the State Department of Education.

L. State and Federal Grants

1. Review all state and federal grants to insure that the school system is receiving the maximum amount of funds available.
2. Meet and confer with appropriate administrators to determine the most effective programmatic allocations for these resources.
3. Prepare with appropriate administrators and submit applications for such grants to the appropriate state and federal offices.

M. Supervision

1. Assistant Superintendent of Schools

Oversee, supervise, and direct the job performance of the Assistant Superintendent of Schools in his/her carrying out of the duties and responsibilities of that position.

2. Director of Student and Special Education Services

Oversee, supervise, and direct the job performance of the Director of Student and Special Education Services in his/her carrying out of the duties and responsibilities of that position.

3. Director of Business Services

Oversee, supervise, and direct the job performance of the Director of Business Services in his/her carrying out of the duties and responsibilities of that position.

4. Administrative Assistant

Oversee, supervise, and direct the job performance of the Administrative Assistant in his/her carrying out of the duties and responsibilities of that position.

N. Public Relations

1. Represent the school district in its dealings with other school systems, institutions, agencies, town committees, and organizations, and the general public.
2. Attend meetings of town committees, boards, and other organizations as requested or appropriate.
3. Prepare and disseminate appropriate publicity releases to the public and the media regarding the operation and function of this school system.
4. Inform the staff of the school system and the public at large as to the philosophy, programs, and needs of the school system.

O. Other

1. Provide leadership in all areas of the school operation.
2. Prepare and submit to the Board of Selectman the report of the school system to be included in the yearly Town Report.
3. Schedule and address a meeting of all professional personnel on the day prior to the first day of school.

4. Determine whether school sessions should be held on days of inclement weather or other emergency conditions.
5. Meet with parents, students, and other individuals and groups to review and resolve problems that rise to the Superintendent's level.
6. Determine geographical boundary lines for student attendance at school buildings.
7. Provide a proper response to all legal issues that may arise concerning the operation of this school system.
8. Perform such other tasks and duties as may be requested by the School Committee.

P. Terms of Employment

A 12 month work year and in accordance with the Employment Agreement approved by the School Committee.

The Superintendent of Schools shall be evaluated annually by the School Committee.