

**RSU #63**

- a. **NEPN/NSBA Code:** CB-R
  - b. **Title:** Superintendent of Schools Job Description
  - c. **Author:** Board of Directors
  - d. **Replaces Policy:**
  - e. **Date Approved:** 10/22/2018 RSU #63
  - f. **Previously Approved:** 01/25/2016
  - g. **Policy Expiration:** Review as Needed
  - h. **Responsible for Review:** Board of Directors/Policy Committee
  - i. **Date Reviewed:** 10/01/2018 Policy Committee
  - j. **References:** 20-A MRSA §§ 1055
- Cross Referenced Policies: GCBI-Evaluation of Superintendent  
CBD-Superintendent's Contract  
BHC-Board Communications with Staff**

**k. Narrative:**

The Superintendent of Schools is Chief Executive Officer for RSU #63 (the District) and, as such, is the role model for all personnel employed by the District. He/she is the primary individual to whom the School Board looks for direction and guidance in the accountability of educational programs and support systems needed to provide a high-quality education for its students.

- MINIMUM QUALIFICATIONS:**
1. Maine Certification for Superintendent of Schools
  2. Advanced degree(s) (CAS or doctorate) with at least 30 hours in educational administration and supervision
  3. Three years of academic classroom experience and three years as an Elementary or Middle School Principal or an equivalent thereof.

**DIRECT SUPERVISOR:** The RSU #63 Board of Directors (the Board)

**REPORTS TO:** The Board

**SUPERVISES:** Directly: All administrative positions employed by the District  
Indirectly: All employees of the District

If the Superintendent's services are subsequently subcontracted to another school unit in addition to the District, there will be a separate subcontract identifying the compensation, duties, and responsibilities associated with that relationship.

**JOB GOAL:** To provide leadership in developing and maintaining the best possible educational programs and services for all Pre-K through 8<sup>th</sup> grade students enrolled in the District.

## **Priority Responsibilities:**

### **I. Board Relations**

- A.** Attends and participates in all meetings of the Board, the Budget and Finance Committee, and any other committee designated by the Board. If not designated to attend any Board committee, regularly reviews the work or work product of each committee, providing input as requested or which the Superintendent believes appropriate.
- B.** Supports and implements all Board-approved policies and actions.
- C.** Prepares and submits to the Board recommendations relative to all matters requiring the Board's action, placing before the Board such necessary and helpful facts, information, and reports as are needed to ensure the making of informed decisions.
- D.** Acts on his/her own discretion, taking action as necessary in any matter not covered by applicable Board policy, reporting such action to the Board as soon as practicable, and recommending policy/policies in order to provide guidance in the future.
- E.** Informs and advises the Board about programs, practices, and problems in/of the schools, and keeps the Board informed of activities operating under the Board's authority.
- F.** Formulates school district objectives, procedures, plans, and programs; prepares (or causes to be prepared) and presents facts and explanations necessary to assist the Board in its legislative duty to the district.
- G.** Performs such other tasks as may, from time to time, be assigned by the Board.

### **II. Community Relations**

- A.** Represents the District in its dealings with other school systems, institutions, agencies, and community organizations.
- B.** Represents the District's schools and maintains, through cooperative leadership, both within and without the schools, such a program of publicity and public relations as may keep the public informed as to the activities, needs, and successes of the schools.
- C.** Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the schools and their communities.
- D.** Confers periodically with educational and community groups concerning school programs and transmits suggestions gained from such conferences to the Board.

### **III. Staff Relations**

- A.** Inspires others to function with integrity under the highest professional standards.
- B.** Treats all personnel fairly, without favoritism or discrimination, while insisting on performance of duties.
- C.** Secures and nominates for employment the best qualified and most competent teachers and administrative personnel.
- D.** Understands and implements the terms and conditions of various negotiated agreements and employment practices.
- E.** Exercises power to make rules and give instructions to employees and students as may be necessary to implement Board policy.
- F.** Consults with the Board on matters dealing with employment negotiations involving professional and support staff.
- G.** Informs the Board of the appointment or dismissal of all support staff.
- H.** Provides information regarding annual evaluations to the Board for all administrators.
- I.** Assigns and transfers employees as the interest of the district may dictate and reports such actions to the Board for information as needed, or as policy may dictate.
- J.** Recommends to the Board for final action the promotion, salary change, contract extension, demotion, or dismissal of any teacher or administrator.
- K.** Takes appropriate action in the case of any employee whose service is unsatisfactory.
- L.** Accepts all employee resignations, written or oral. Shares the written correspondence with the Board.

### **IV. Business and Finance**

- A.** Supervises the effective carrying out of all laws, state regulations, and Board policies.
- B.** Submits to the Board clear and detailed explanations of any proposed procedure which would involve either departure from established Board policy or the expenditure of substantial sums.
- C.** Directs the preparation of the annual budgets for adoption by the Board, and administers the budgets as enacted by the Board and approved by the public,

acting at all times in accordance with legal requirements and adopted Board policies.

- D.** Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the designated budget, subject to the direction and approval of the Board.
- E.** Maintains directly, or through delegation, such personnel records, pupil accounting records, business records, and other records, which are required by law and by Board policy.
- F.** Makes recommendations with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the building and equipment of the district.
- G.** Works to obtain supplemental funds to assist district funding.
- H.** Stays current on existing and proposed legislation pertaining to school funding.

**V. Instructional Leadership**

- A.** Understands and keeps informed regarding the various aspects of the instructional program.
- B.** Provides effective educational leadership, which encourages the highest standards of educational excellence and vision of what schools should be.
- C.** Directs the planning, implementation, assessment, and revision of coordinated curricula.
- D.** Assures that educational programs are thoroughly evaluated so that best practices survive, while ineffective programs are altered or eliminated.
- E.** Requires school programs to reflect sound, research-based educational practices.
- F.** Oversees plans designed for the professional growth of all employees.
- G.** Administers, as chief executive, the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board.
- H.** Makes all administrative decisions necessary to the proper functioning of the District.
- I.** Delegates, at his/her own discretion, to other employees, the exercise of any powers or 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.

- J.** Conducts a periodic audit (status and interim status reports) of the district's total school program and advises the Board on recommendations for the educational advancement of the schools.
- K.** Recommends, to the Board for its adoption, all courses of study, curriculum guides, and major changes to be used in the schools.
- L.** Summons employees of the district to attend such regular and occasional meetings of the Board of Directors as necessary to carry out the educational program of the district.
- M.** Supervises methods of teaching, supervision, evaluation, and administration in effect in the schools.
- N.** Recommends the establishment or alteration of attendance boundaries for all schools in the interest of good administration of the instructional program and approves the special transfer of students from one neighboring district to another only when, in the Superintendent's opinion, conditions in each case warrant such action.
- O.** Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the Board informed of trends in education.