Wilton-Lyndeborough Cooperative School District
School Administrative Unit # 63

Job Description

Position: Superintendent of Schools

Reports To: School Board

Qualifications:

- Meet the requirements of Ed 505.03, Ed 505.04
- Have completed at least 5 years of experience as an education administrator in a k-12 setting

Have completed one of the following:

- A state-approved master's level program in education administration or educational leadership from an institution accredited by a regional accrediting body approved by the U.S. Department of Education; or
- A master's program in education or related field and a state board of education-approved district-level administration mentorship program under a licensed superintendent; and
- Have applied for licensure following the application procedures outlined in Ed 505.08 through Ed 505.10.

Background Check: Candidate will need to successfully pass a background investigation to include fingerprint and criminal history evaluation.

General Duties & Responsibilities:

Student Achievement: Promote achievement and success of all students by:

- Monitoring and continuously improving teaching and learning
- Establishing a strong professional culture of growth, openness, and collaboration wherein educators engage in analyzing student data and planning program improvements that result in closing achievement gaps

District Management: Understand and demonstrate knowledge of, or competency in, promoting the success of all students by ensuring effective management of the organizational systems, finances, operations, and resources for a safe, efficient, high performing and positive learning environment, including, but not limited to:

- Planning and maintaining physical plant safety and student access, and evaluating and revising processes to continuously improve operational systems
- Recruiting and retaining quality personnel, overseeing and directing labor relations, conflict resolution, collective bargaining, budget preparation and budget administration

This job description is not intended to be all-inclusive and employees may perform other tasks and assume other responsibilities as assigned by the supervisor.

- Protecting the welfare and safety of students and staff by: (1) Proactively involving parents, teachers, community members, and students to ensure a safe environment; and (2) Addressing challenges to the physical and emotional safety and security of students and staff that interfere with teaching and learning

School and Community: Promotes the success of all students by:

- Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources to improve teaching and learning
- Using effective communication strategies to engage parents, staff, families, and community members to participate in achieving the mission, vision, and goals for teaching and learning.

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