

## **Administration**

### **Superintendent of Schools**

The appointment of a Superintendent is a responsibility of the Board. It may seek the advice and counsel of interested individuals or of an advisory committee, and it may hire consultants to assist in the selection process. However, final selection shall rest with the Board after a thorough consideration of qualified applicants.

When the Board elects a Superintendent, a majority vote of the entire membership of the Board is necessary for election. The Superintendent may be appointed (or reappointed) for a term not to exceed three years.

The Superintendent must be properly certified by the State; however, the Board may require qualifications in addition to those prescribed by the State Board of Education.

### **Superintendent's Contract**

The salary and benefits of the Superintendent shall be determined at the time of appointment (or reappointment) and shall be part of the written contract.

### **Duties and Responsibilities of the Superintendent of Schools**

The Superintendent of Schools shall be the chief executive officer of the Board of Education and shall be responsible for the management of the public schools in the district within Federal and State laws and regulations and Board of Education policies. He/She shall be responsible to the Board as a body and not to individuals on the Board and shall be responsible for the execution of all decisions and the administration of Board policies and directions concerning school system operations. The Superintendent shall advise and inform the Board in a timely manner of unexpected and unusual situations as they occur.

**Essential Duties and Responsibilities.** *Other duties may be assigned.*

- 1. Relationships.** The Superintendent shall:
  - a. Serve as ex-officio member of all Board committees except those dealing with the employment of the Superintendent.
  - b. Act as professional advisor to and executive agent of the Board.
  - c. Attend Board meetings with the right to speak on all issues before the Board.
  - d. Participate in local, state, and national professional organizations.
  - e. Develop and direct an active and effective program of community relations.
  - f. Maintain a cooperative working relationship with the community and its agencies.

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#### **Essential Duties and Responsibilities.** *Other duties may be assigned. (continued)*

#### **2. Personnel.** The Superintendent shall:

- a. Develop effective professional relationships with and among administrators, teachers, and other staff.
- b. Organize, arrange, and direct the administration and the staff.
- c. Develop and operate a system of staff evaluation of each employee of the Board.
- d. Develop and operate staff in-service programs and activities.
- e. Recommend to the Board new positions or reductions of positions.
- f. Assign, transfer, and classify employees.
- g. Hire teachers for all positions created by the Board of Education. The Superintendent shall make it an object of paramount interest to secure competent teachers and other employees for the schools. For each vacancy, the Superintendent shall select the ablest and best-qualified candidate available.
- h. In the case of administrative or supervisory personnel, the Superintendent shall nominate a candidate to the Board. A representative screening committee, which may include the Chairman of the Board of Education or a Board member designee, will be utilized in the selection process. For each vacancy, the Superintendent shall select the ablest and best-qualified candidate available.
- i. Suspend, terminate, accept resignations, approve leaves for support staff. Suspend and accept resignations and recommend terminations and leaves of absence for certified staff (in accordance with current agreements-individual or collective).

#### **3. Educational Program.** The Superintendent shall:

- a. Direct and manage the instructional program of the school system.
- b. Develop and maintain curricula for all subjects and programs and recommend curriculum changes for Board of Education review and action.
- c. Recommend to the Board textbook adoptions.
- d. Recommend to the Board changes in district strategic plan as needed.
- e. Develop and operate a program of standardized testing and reporting.
- f. Develop and manage the system of report to parents on student progress and achievement.
- g. Develop standards of student achievement and for student promotion/placement.
- h. Organize and operate appropriate programs of special education and related services.

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**Essential Duties and Responsibilities.** *Other duties may be assigned. (continued)*

- 4. Business and Fiscal Operation.** The Superintendent shall:
  - a. Prepare an annual school budget for review and action by the Board of Education.
  - b. Implement and manage the school system budget within appropriated funds.
  - c. Develop and direct a system for requisitioning, purchasing, contracting, and bidding district goods and/or services within budget limits.
  - d. Develop and supervise a system for payrolls, payment of bills, and financial recordkeeping.
  - e. Operate the schools efficiently with careful use of public funds.
  - f. Direct and supervise the district's food service program.
  
- 5. School Buildings.** The Superintendent shall:
  - a. Develop procedures for and direct school building operation, cleanliness, and maintenance.
  - b. Identify building needs and recommend corrective or other measures to the Board of Education.
  - c. Prepare educational specifications for new schools or additions.
  
- 6. Student Transportation.** The Superintendent shall:
  - a. Develop and manage the student transportation system including bus schedules and routes.
  - b. Develop bus safety and emergency procedures and direct a program to ensure staff and student understanding of such procedures.
  
- 7. Records and Reports.** The Superintendent shall:
  - a. Develop and maintain necessary and required records for students, personnel, and for the operation of the school system, including financial records.
  - b. Prepare and submit to the Board of Education regular status reports on the budget.
  - c. Prepare and submit to the Board of Education reports on educational programs, activities, and school system operations.
  - d. Prepare and submit all required State, Federal, and local reports.

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**Essential Duties and Responsibilities.** *Other duties may be assigned. (continued)*

**8. General.** The Superintendent shall:

- a. Execute decisions of the Board of Education requiring staff action.
- b. Prepare with the Board Chairman the agenda for meetings of the Board and deliver the agenda and associated materials well in advance of the meeting.
- c. Recommend policy change to the Board of Education and maintain official policy manuals.
- d. Develop and approve administrative regulations.
- e. Develop and recommend changes in school districts to the Board of Education.
- f. Regular attendance is an essential duty of this job.

### Supervisory Responsibilities:

Directly manages 15 subordinate supervisors who supervise employees in the Finance/Planning, Curriculum/Staff Development, Community Education, Special Education, Principals, and Personnel/Employee Relations, Athletics, Vocational Education and Building and Student Services Departments. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees, planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

*Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Education and/or Experience:

Master's Degree in Educational Management. Must have strong leadership skills, communication skills.

### Certificates, Licenses, Registrations:

Certification for Superintendent, Certification for Central Office Administration through State.

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#### **Supervisory Responsibilities** (continued)

##### **Language Skills:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

##### **Mathematical Skills:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

##### **Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

##### **Other Skills and Abilities:**

Must be able to speak on demand to large groups of people. Must be able to transport between school buildings, districts and cities. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

*Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee is frequently required to stand and sit. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision and depth perception. Some travel abilities are required.

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#### Supervisory Responsibilities (continued)

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this position varies. When visiting a building the noise level will be loud, in the office, quiet, and at meetings moderate.

*The information contained in this, job description is, for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

Legal Reference: Connecticut General Statutes

10-145 Certificate necessary to employment.

10-157 Superintendents: Relationship to local or regional board of education.

Policy adopted: March 18, 2004

WATERFORD PUBLIC SCHOOLS  
Waterford, Connecticut