

AMESBURY PUBLIC SCHOOLS

Job Description

TITLE: SUPERINTENDENT OF SCHOOLS

QUALIFICATIONS:

1. Superintendent's certification as prescribed by the state
2. Successful experience as an educational leader and administrator
3. Experience with budget and fiscal management
4. Superior communication skills
5. Such alternatives to the above qualifications as the committee may find appropriate and acceptable

REPORTS TO: School Committee

SUPERVISES: All district leadership personnel in the school system

JOB GOAL: To provide leadership in developing and maintaining the best possible educational programs and services.

PERFORMANCE RESPONSIBILITIES:

1. Attend and participate in all meetings of the committee and its subcommittees, except when delegated to other administrators.
2. Advise the committee on the need for new and/or revised policies and see that all policies of the committee are implemented.
3. Prepare the annual budget recommendations and implement the approved budget.
4. Prepare and submit to the committee recommendations relative to all matters requiring committee action, placing before the committee such necessary and helpful facts, information and reports as are needed to ensure informed decision making.
5. Inform and advise the committee about the programs, practices and problems of the schools, and keep the committee informed of the activities operating under its authority.
6. Secure and hire the best qualified and most competent teachers, supervisors and administrative personnel.
7. Assign and transfer employees as the interest of the school system may dictate and report such action to the committee.
8. Hold meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
9. Keep the public informed about modern educational practices, educational trends and the policies, practices and problems in the schools.

10. Participate in appropriate professional development activities in order to remain current and up-to-date.
11. Maintain a comprehensive process for the review of all curriculum guides and courses on a regular basis.
12. Recommend to the committee for its adoption all courses of study, curriculum guides and major changes in texts and time schedules to be used in the schools.
13. Make recommendations with reference to the location and size of new school sites and of changes to existing sites; the location and size of new buildings on school sites; the plans for new school sites; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations and changes in the buildings and equipment used by the school system.
14. Maintain adequate records for the schools, including a system of financial accounts; business records; and personnel, school population, and scholastic records. Act as custodian of such records and of all contracts, documents, books of records, and other papers belonging to the committee.
16. Provide suitable instructions and regulations to govern the use and care of school properties for school purposes.
15. Make recommendations to the committee concerning the transportation of students in accordance with state requirements and the requirements of safety.
17. Attend, or delegate a representative to attend, all meetings of municipal agencies at which matters pertaining to the public schools appear on the agenda or are expected to be raised.
18. Advise subcommittee or its designated negotiator(s) on matters relating to collective bargaining.
19. Make visits to all schools to observe principals and teachers.
20. Perform such other tasks as may from time to time be assigned by the committee.

TERMS OF EMPLOYMENT: Salary, work year and working conditions as outlined in contract.

EVALUATION: The superintendent will be evaluated under the policies of the Amesbury School Committee.

APPROVED BY: _____ DATE: _____

REVIEWED AND ACCEPTED BY: _____ DATE: _____