

POSITION TITLE: Superintendent of Schools

REPORTS TO: Board of Education which evaluates and provides direct supervision and consultation.

SUPERVISES: Associate Superintendent and Chief Operating Officer with respect to education, finances, personnel, public relations/information, and operations; secretarial staff assigned to Superintendent's Office.

COORDINATES WITH: Principals and Directors.

WORK YEAR: 12 months.

The Superintendent of Schools directs and coordinates activities concerned with the administration of the school system in accordance with Board of Education standards.

Principal Duties

1. Formulates plans and policies for educational programs and submits them to Board for approval; promotes the development and implementation of promising educational programs, and allocates personnel and resources.
2. Directs preparation and presentation of school budget.
3. Interprets program and policies of school system to personnel, to individuals and community groups, and to government agencies; coordinates with the media in the dissemination of information concerning the district and education in general.
4. Coordinates work of school district with related activities of other school districts and agencies; interfaces and coordinates with city and state officials, the N.H. Department of Education and various educational organizations and groups.
5. Insures that relevant local, state and federal statutes and standards are adhered to and enforced.
6. Coordinates and assumes primary responsibility for short and long-range planning.
7. Nominates to the Board for election all certified personnel; recommends dismissal, and non-renewal of certified personnel.
8. Oversees the evaluation process and professional training of all personnel.
9. Assumes overall responsibility for the classification, assignment, and transfer of students and personnel.
10. Formulates and recommends to Board the annual District-wide goals.

11. Reviews requests of parents and staff which are not resolved by subordinate administrators.
12. Prepares agendas, reports, informational items and minutes for Board and committee meetings; takes follow-up action based on Board decisions.
13. Performs such other duties which the Board may assign.

Subsidiary Activities:

1. Serves as a resource person to the Board for purposes of collective bargaining.
2. Monitors legislative developments and advises Board and legislators on impact.

Combination Tasks:

1. Assists personnel in searching out and applying for federal, state and other external sources of funds.
2. Reviews and evaluates support service procedures and programs in conjunction with the Chief Operating Officer and makes recommendations for changes.
3. Reviews with Associate Superintendent on-going instructional programs and activities and initiates changes as required.
4. Evaluates Principals with the Associate Superintendent.

Minimum Requirements:

Meets New Hampshire certification requirements for Superintendent of Schools. Masters degree plus one year beyond Masters. Ten years educational and/or related experience that includes some administrative/supervisory position(s) that demonstrate capabilities in planning, organization, human relations, oral and written communications, and knowledge of school law, curriculum and finance.

R/Bd Approved 1/27/97  
Bd. Reviewed 10/11/05  
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