

SCHOOL ADMINISTRATIVE UNIT 79

CB-R

POSITION: Superintendent of Schools

QUALIFICATIONS:

1. Meets the full requirements for Superintendent Certification for the State of New Hampshire.
2. Masters Degree or higher with emphasis in Educational Leadership or School Administration.
3. At least five years of experience in district level administration.
4. Demonstrated ability in leadership, financial management, curriculum and oral and written skills.

WORK YEAR: Twelve (12) month contract year. Salary established by the School Administrative Unit 79.

REPORTS TO: Gilmanton School Board (SAU 79)

SUPERVISES: All administrative and supervisory personnel of the SAU; Special Education, guidance and testing services, nurses/health, psychologists, speech therapists, OT/PT, at risk children and coordination of services with social agencies.

JOB GOAL: The Superintendent shall serve as Chief Executive Officer of SAU 79 and shall be subject to the policies adopted by the State Board of Education, the laws of the State of New Hampshire and the Federal Government, shall have executive authority in the school system and the responsibility for its supervision. Responsibilities include general school administration, educational leadership and supervision, business and fiscal operations, school facilities and management, pupil transportation, records keeping and reporting and community relations.

**PERFORMANCE
RESPONSIBILITIES:**

1. Attends and participates in all meetings of the Board except when appropriately absent for matters approved by the Board Chair.
2. Serves as ex officio member of committees.

3. Administers as chief school 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 and State and federal laws and regulations.
4. Prepares and submits to the School Board recommendations in a timely fashion relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information and reports as are needed to ensure the making of informed decisions.
5. Informs and advises the Board about the programs, practices and problems of the school, and keeps the Board informed of the activities operating under the Board's authority.
6. Makes all administrative decisions within the school necessary to the proper function of the school district.
7. Conducts a periodic audit of the total school program and advises the Board on recommendations for the educational advancement of the school.
8. Recommends for appointment, election, employment or termination all employees of the district except professional officers of the Board and assigns and transfers any and all employees of the district.
9. Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget and submits it to the Board for review and approval.
10. Establishes and maintains procedure and effective controls for all expenditures of school funds in accordance with the adopted budget.
11. Maintains directly or through delegations such personnel records, student records, business records and other records that are required by law and Board policy.
12. Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences and by other means and keeps the Board informed of trends in education.
13. 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 school and the community.

14. Performs such other tasks as may from time to time be assigned by the Board.

EVALUATION: The School Board shall evaluate the performance of the Superintendent and shall make recommendations concerning his/her contract and benefits.

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 may be assigned.

Adopted: November 13, 2001

Reviewed: March 10, 2003

SCHOOL ADMINISTRATIVE UNIT 79

CB

POSITION: School Superintendent

The duties of the Superintendent are defined in his/her contract of employment, individual board policies, SAU policies and New Hampshire Department of Education Rules.

The Board expects that the Superintendent, as the chief executive officer, is responsible for:

1. The execution of board policies;
2. The management of the work of all school departments, the duties of which, apart from those required by law, the Superintendent shall assign;
3. The observance of all board policies by all those persons employed by the district;
4. The enforcement of all provisions of the law relating to the operation of the schools or other educational, social and recreational agencies, or activities under the charge of the board.

Legal References:

NH Code of Administrative Rules, Section Ed. 302.02, Substantive Duties of Superintendents

Adopted: November 13, 2001

Reviewed: March 10, 2003

Revised: January 25, 2010

SCHOOL ADMINISTRATIVE UNIT 79

CBI

EVALUATION OF THE SUPERINTENDENT

The Board shall annually evaluate the Superintendent based on written criteria as established by the Board through evaluation of the Superintendent, the Board shall:

1. Clarify for the Superintendent his/her role in the school system as seen by the Board.
2. Clarify for all Board members the role of the Superintendent in the light of his/her job description and the immediate priorities among his/her responsibilities as agreed upon by the Board and the Superintendent.
3. Assess the Superintendent's performance as it relates to the Superintendent's:
 - a. Overall administration of the school;
 - b. Delivery of the district's instructional goals; and
 - c. Relationship with the Board, staff and community.
4. Strive to develop harmonious working relationships between the Board and Superintendent.

The Board will provide the Superintendent with periodic opportunities to discuss Superintendent-Board relationships, and provide written comments to the SAU Board for evaluation for the performance of the Superintendent.

See Appendix: CBI-R

Legal References:

N.H. Code of Administrative Rules, Section Ed 303.01 (k), Substantive Duties of School Boards, Superintendent Evaluation.

Adopted: November 13, 2001
Reviewed: March 10, 2003
Revised: January 25, 2010

SCHOOL ADMINISTRATIVE UNIT 79

CBI-R

Evaluation of the Superintendent

The SAU 79 School Board shall conduct a minimum of one (1) annual formal evaluation of the Superintendent.

Members of the Board will first evaluate the Superintendent independently using the written form adopted by the Board for this purpose. The chairperson will appoint two Board members to discuss the assessment and to prepare a composite evaluation. The composite evaluation will be discussed by the full Board and the Superintendent. The Board and the Superintendent will each retain a copy of the written evaluation report.

Evaluation of the Superintendent shall be conducted in such a manner as to:

1. Provide positive and constructive feedback to the Superintendent that will support and promote the Superintendent's professional growth and development.
2. Help the Board evaluate its work in planning the educational program in this community, and
3. Strengthen the working relationship between the Board and the Superintendent by providing a comprehensive form of communication.
4. Identify strengths and weaknesses of the Superintendent and make appropriate recommendations.

CROSS

REFERENCE: Policy CBI
Form CBI-F

Adopted: November 13, 2001

Revised: March 10, 2003

SCHOOL ADMINISTRATIVE UNIT 79

CBI-F

EVALUATION OF THE SUPERINTENDENT

Superintendent: _____ Date: _____

Board Chairperson: _____

All items rated with a “1” require additional explanation. The reverse side of the page may be used for explanations or additional comments.

- 1 = Unacceptable 2 = Needs Improvement 3 = Meets Expectations
- 4 = Exceeds Expectations 5 = Commendable N.O.= Not Observed

The role of the Superintendent is to inspire, lead, guide and direct every member of the administrative, instructional and support services team in setting and achieving the highest standards of excellence in order that each individual student may be provided with a complete valuable, meaningful and personally rewarding education. Further, the Superintendent oversees and administers the use of District facilities, property and funds with a maximum of efficiency, a minimum of waste and an ever-present, overriding awareness of and concern for their impact upon each individual students’ education.

ADMINISTRATION

The Superintendent:	5	4	3	2	1	N.O.
Exerts strong educational leadership, develops a strong management team and delegates responsibility.						
1. Establishes and maintains a sound plan of organization and assignment of staff personnel, which will provide the proper framework for accomplishment of District objectives.						
2. Fulfills the Board’s goals and policies successfully.						
3. Demonstrates skills in developing long-range planning activities based on program needs and enrollment projection.						
4. Employs a team effort in planning, implementing and evaluating policies, programs and personnel.						
5. Established procedures to carry out a continuous plan of evaluation.						
6. Recommends, for employment, personnel who have proper certification and skills for positions.						

SCHOOL ADMINISTRATIVE UNIT 79

The Superintendent:	5	4	3	2	1	N.O.
8. Provides to the Board and the general public an organized and informative annual report.						
9. Established a liaison with State agencies and organizations to accomplish support of local school improvement.						

COMMENTS:

EDUCATIONAL LEADERSHIP:

The Superintendent:	5	4	3	2	1	N.O.
10. Understands and keeps informed regarding all aspects of the instructional program.						
11. Strives to improve the curriculum.						
12. Provides overall leadership in development and implementation of a productive, instructional delivery system.						

COMMENTS:

RELATIONSHIP WITH THE BOARD:

The Superintendent:	5	4	3	2	1	N.O.
13. Keeps the Board informed, on a timely basis, of issues, needs and operation of the school.						
14. Offers professional advice to the Board on items requiring Board action, with appropriate recommendations based on thorough study and analysis.						
15. Interprets and executes the intent of the Board policy and strives to update when necessary.						
16. Accepts constructive criticism of his/her work.						
17. Has harmonious working relationship with the Board.						
18. Understands the Superintendent's role in administration of Board policy, makes recommendations for employment or promotion of personnel, in writing, and with supporting data, as necessary, and accepts responsibility for his/her recommendations.						

The Superintendent:	5	4	3	2	1	N.O.
19. Is dependable and consistent in accomplishing Board directives.						
20. Accepts responsibility for maintaining liaison between the Board and personnel, working to promote a high degree of understanding and respect between the Board and staff.						
21. Strives to treat all Board members equally.						
22. Refrains from criticism from individual Board members.						
23. Goes directly to the Board when he/she feels an honest, objective difference in opinion exists between him/her and any or all members of the Board, in an earnest effort to resolve such difference immediately.						
24. Bases his/her position with regard to matters discussed by the Board upon principle and is willing to maintain that position without regard for its popularity until an official position has been reached, after which time he/she supports the decision of the Board.						

COMMENTS:

RELATIONSHIP WITH THE STAFF/PERSONNEL

The Superintendent:	5	4	3	2	1	N.O.
25. Prepares a staffing and organizational plan consistent with Board policy.						
26. Develops and maintains job descriptions.						
27. Communicates with various staff representatives, as necessary, in an attempt to develop good staff morale and loyalty to the organization.						
28. Treats all personnel fairly, without favoritism or discrimination, while insisting on performance of duties.						
29. Delegates authority to staff members appropriate to the position each holds.						
30. Establishes and achieves high standards of performance from staff.						
31. Encourages participation of appropriate staff members and groups in planning, procedures and policy interpretation.						

COMMENTS:

SCHOOL ADMINISTRATIVE UNIT 79

The Superintendent:	5	4	3	2	1	N.O.
32. Evaluates the performance of staff members, giving commendations for good work as well as constructive suggestions for improvement.						

COMMENTS:

RELATIONSHIP WITH THE COMMUNITY

The Superintendent:	5	4	3	2	1	N.O.
33. Continually works toward gaining the respect and support of the community.						
34. Solicits and gives attention to problems and opinions of all groups and individuals.						
35. Develops cooperative relationships with the news media.						
36. Strives to develop working relationship with Town government.						

COMMENTS:

PERSONAL QUALITIES:

The Superintendent:	5	4	3	2	1	N.O.
37. Defends principle with conviction in the face of pressure and partisan influence.						
38. Maintains high standards of ethics, honesty and integrity in all personal and professional matters.						
39. Earns respect and standing among professional colleagues.						
40. Uses time and energy effectively.						
41. Maintains poise and emotional stability in the full range of his/her professional activities.						
42. Uses language effectively in dealing with staff, Board and public.						
43. Writes clearly and concisely.						
44. Thinks well on his/her feet when faced with a disturbing turn of events in a large group meeting.						

The Superintendent:	5	4	3	2	1	N.O.
45. Maintains professional development by reading, course work, conference attendance, work on professional committees, visiting other districts and meeting with other superintendents.						

COMMENTS:

SCHOOL ADMINISTRATIVE UNIT 79

BUSINESS AND FINANCE

The Superintendent:	5	4	3	2	1	N.O.
46. Keeps informed on the needs of the school program (planning, office, equipment and supplies).						
47. Supervises operations, insisting on competent and efficient performance.						
48. Determines that funds are spent wisely and adequate control and accounting are maintained.						
49. Evaluates financial needs and makes recommendations for adequate financing.						
50. Coordinates the preparation of the annual budget; submits the budget to the Board for input and approval.						

COMMENTS:

SCHOOL ADMINISTRATIVE UNIT 79

SUPERINTENDENT’S ANNUAL GOALS

The Superintendent:	5	4	3	2	1	N.O.
51. To be actively involved in the process of developing a Strategic Plan for the Gilmanton School District, SAU 79.						
52. To implement the evaluation process developed by the Board, administration and the Gilmanton Teacher’s Association for the purpose of improving instruction.						
53. To implement the Professional Development Plan that has been submitted to and approved by the Department of Education.						
54. To develop a plan of action to establish a 5-year plan of curriculum review.						
55. To develop a strategy to improve relations and communications with SAU 73, Gilford and the Gilford Middle High School, which will assure SAU 79 a quality program for its high school students.						
56. To complete preliminary assessments of our Special Education program and our contracted financial services.						

COMMENTS:

Adopted: May 28, 2002
 Reviewed: March 10, 2003
 Revised: December 21, 2009