

EPPING SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: SCHOOL SUPERINTENDENT

GENERAL DESCRIPTION: The School Superintendent shall serve as the executive officer of the school district, be responsible for the overall administrative and leadership services of the SAU, and perform the duties specified in the NH Administrative Rules Ed 302.01 and 302.02. The Superintendent shall be responsible for planning and managing the administrative and leadership services of the school district within the school administrative unit (SAU) subject to statutory requirements, state administrative rules, and school district policy.

QUALIFICATIONS:

1. Certificate of Advanced Graduate Study (CAGS) or Doctoral Degree in Educational Administration
2. Skills, competencies, and knowledge outlined in NH Administrative Rules Ed 506.01
3. Superintendent experience or experience in comparable leadership positions in education or other professions
4. NH Certification or eligibility for certification
5. Experience and other qualifications as specified by the School Board

CLASSIFICATION: This position is designated as a certified administrative position subject to recertification directly through the NH Department of Education.

REPORTS TO: School Board, evaluation in accordance with School Board Policy

SUPERVISES: School principals, district administrative and support staff

PERFORMANCE RESPONSIBILITIES:

MANAGEMENT OF SCHOOLS

1. Manage schools using a clearly defined organizational framework and governance structure employing school and district team effort to accomplish school district goals.
2. Manage schools using strong educational leadership including a clearly defined decision-making process and effective management style of team building, consensus building, group decision making, delegation, and accountability.
3. Focus the school district on the important priorities and objectives outlined in school/district plans.
4. Manage human resources using effective selection, assignment, supervision, evaluation, retention, and termination procedures and practice meeting state and federal qualifications and district need.
5. Oversee labor relations including collective bargaining and conflict resolution to promote collective commitment to district mission.
6. Establish a procedure for studying and acting on complaints, criticisms, and concerns of students, parents, staff, and community.
7. Evaluate financial need and make timely recommendations for adequate funding and/or cost

- saving measures.
8. Plan, maintain, and budget for adequate school facilities, personnel, support services, and effective student programs over the short and long term.
 9. Ensure that funds are spent and invested wisely on materials, supplies, equipment, and services in support of district mission, plans, and programs.
 10. Access community and governmental resources in support of district mission, plans, and programs.
 11. Oversee the design, maintenance, and administration of school facilities and services related to learning, safety, and security.
 12. Promote the use of technology in support of all school operations and student programs.
 13. Review, analyze, and implement federal, state, local, and district laws and regulations.

LEADERSHIP FOR LEARNERS

1. Model professional values, beliefs, and commitment to student learning and personal growth.
2. Maintain a balance of professional development by reading, attending conferences, participating in district trainings, working on professional committees, visiting other districts, and meeting with superintendents.
3. Facilitate communication and interaction with school staff to give and receive information, encourage, and recognize accomplishments.
4. Meet and confer with employee groups representing the interests of the district and directives of the Board, and communicate concerns to the Board.
5. Develop and conduct needs-based professional development program that values research and incorporates useful new ideas to improve student learning.
6. Use best practices in staff supervision and evaluation to promote high standards of performance for all staff members.
7. Facilitate and promote the development of leadership capacity throughout the district to capitalize on the abilities and talents of the professional staff.
8. Provide staff with time and resources to meet personal and district goals.
9. Plan and facilitate the implementation of a developmentally appropriate, standards-based curriculum, instruction, and assessment program to foster success for all students.
10. Plan and facilitate the implementation of developmentally appropriate extracurricular programs that enhance student academic, social, emotional, and physical growth.
11. Plan and facilitate support services to enhance student academic, social, emotional, and physical growth.
12. Develop and implement district systems that effectively use evaluation, information, data collection, and data analysis to improve learning for all students.
13. Report and use assessment results to inform the school community, develop school and district action plans, and modify school and district programs.
14. Integrate technology, telecommunications, and information systems to support district goals and plans.

VISIONARY LEADERSHIP

1. Facilitate institutional change through effective leadership taking into consideration the unique and changing needs of the school, district, and community.
2. Facilitate district-wide innovation and change through a systems approach accepting input from school staff and community and responding to internal and external political systems and issues.

3. Facilitate communication using an effective communication plan sharing the needs and successes of the district, and addressing community perceptions and expectations.
4. Acknowledge the contributions of students, parents, school staff, and community in supporting the district mission.
5. Promote a culture in which the responsibilities and contributions of students, parents, school staff, and community are valued.
6. Maintain a professional relationship with public officials and community leaders.
7. Anticipate controversy and work effectively with it to protect the school, district, and community.
8. Develop and maintain a cooperative relationship with the news media.
9. Influence policy formation at the local, state, and federal levels.
10. Evaluate the impact of demographic trends on educational policy and practice.
11. Use the strategic planning process to focus the school district on improved performance for each student and school and to meet school district goals.
12. Allocate and align resources to support the strategic plan.

EQUITY/RESPONSIBILITY

1. Advocate for all children at the local, state, and national levels.
2. Provide equal educational opportunities in an appropriate environment.
3. Interact with all individuals with consistency, fairness, dignity, and respect.
4. Accept and respect student and staff diversity.
5. Foster a safe school climate addressing the diverse needs of students and staff.
6. Manage and lead with ethical principles, open discussion, and fairness.
7. Explain and defend district position and/or action in face of pressure and partisan influence before small and large groups.
8. Accept and share failure as well as success to encourage innovation and risk taking.
9. Admit error, reflect, and constructively react to disappointment and failure.

SCHOOL BOARD

1. Prepare for School Board meetings with timely agenda, written reports, and requested information readily available.
2. Participate in all Board and district meetings, and other meetings as directed by the Board.
3. Provide an organized and informative annual report of the district.
4. Facilitate the development of annual school district goals in support of the school district mission.
5. Work with the Board in the area of planning, developing, analyzing, implementing, and evaluating policy and educational activities.
6. Interpret and support Board policy in operating the district and making decisions regarding students, parents, and staff.
7. Act on own discretion if action is necessary in any matter not covered by Board policy, report such action to the Board as soon as practicable, and recommend policy in order to provide guidance in the future.
8. Provide reports and information which will enable the Board to make informed decisions.
9. Offer professional advice on items requiring Board action with recommendations based on thorough study and analysis.
10. Respond in a timely manner to specific issues of Board concern.
11. Apprise the Board of educational, legal, and ethical issues and needs in a timely manner.

12. Apprise the Board of educational research and/or activities at the state and national levels.
13. Conduct truthful, honest, courteous, and respectful communications with Board.
14. Participate in special projects as assigned by Board.
15. Perform any other tasks or assumes such other responsibilities as the Board may assign.

WORKING ENVIRONMENT: Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand, walk, and sit. The employee is regularly required to see, talk, and hear. The employee is regularly required to use hands to manipulate, handle, or feel. The employee is occasionally required to reach with hands and arms, climb steps, stoop, kneel, or crouch. Employee must occasionally move equipment and/or supplies. Employee is occasionally required to drive. Employee is regularly required to handle stressful situations and resolve conflicts. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The job is performed for the most part in a school setting with occasional outside weather conditions. The employee may be exposed to hazardous materials, chemicals, and fuels on a limited basis. The noise level is that of a typical school office setting.

TERMS OF EMPLOYMENT:

1. 260 Days position
2. 8 Hours day, extended hours may be frequently required
3. Clear criminal background check
4. Verification of health to perform job
5. Valid NH certification as school superintendent
6. Valid driver's license
7. Administrative contract with salary and benefits defined by policy

The Epping School District is an Equal Opportunity Employer. Position is subject to Epping School District policy, rules, and regulations.