

Lempster School District
29 School Rd.
Lempster, N.H. 03605
Telephone: (603) 863-2420
Fax: (603) 863-2415

**Lempster School District -
Superintendent Services and Special Education Administration Services**

Given the retirement of our long time current Superintendent, the Lempster School Board is interested in contracting with an individual or team for Superintendent and/or Special Education Administrator services for the Lempster School District beginning July 1, 2020. We are seeking qualified individual(s) to provide services and perform the duties defined in NH DOE Education Rules 302 Duties of School Superintendent; 506.01- Superintendent and 506.07 Special Education Administrator, as well as NH RSA 194-C: 4, Superintendent Services. We are seeking applicants with the qualities and skills to ensure the ongoing achievement of our students; and to work cooperatively with our school board, the receiving school districts, and the Lempster community.

This is a tremendous opportunity for applicants who would like a flexible, part-time position. The work schedule will be governed by the services articulated by the Lempster School Board to effectively operate and manage the Lempster School District and /or the Special Education Administrator. Ideally, the applicants could meet both Superintendent and Special Education Administrator requirements. The Lempster School Board is congenial and eager to work with the successful applicant to address the needs of our students.

BACKGROUND

The town of Lempster is a rural community of 1600 residents in Sullivan County, SW New Hampshire. Lempster is easily accessible to I-89 and I-91, and within easy driving distance of Concord, Manchester, Hanover/Lebanon, Keene, and eastern Vermont.

The Lempster School District is wonderful K-8 school. We have a high quality veteran staff and a long term principal. We have approximately 150 students in Pre-School through 12th grade. Our students in grades 7-12 have public school choice.

PREFERRED QUALIFICATIONS/ELIGIBILITY

The successful applicant(s) should demonstrate:

- Appropriate credentialing from the NH Department of Education relative to Superintendent, and/or Special Education Administrator responsibilities;
- Experience with special education rules and regulations, including experience with the role of Special Education LEA and experience with Special Education reporting as required by NH Department of Education;
- Experience with financial management of a school or school district
- Strong leadership, communication, and public relations skills
- Working knowledge of school budget development, financial accounting, strategic planning, implementation and oversight of routine school district procedures, routines, and tasks
- Experience collaborating with other schools and school districts
- Experience with applying NH Rules and Regulations within a school or school district setting

SERVICES TO BE PROVIDED

Services to be provided are outlined in NH DOE Education Rules 302, Duties of School Superintendent; 506.01, Superintendent and 506.07; Special Education Administrator, as well as NH RSA 194-C:4, Superintendent Services.

CONTRACT PERIOD

The contract period will be determined by the Lempster School Board upon selection of the individual(s). At a minimum the contract period will be for one year with opportunity for multi-year contracts depending on successful completion of contracted services. An anticipated start date for a contract would be July 1, 2020.

APPLICATION REQUIREMENTS

Applicants must provide the following information:

1. Letter of interest
2. Current resume or vitae which highlights experience, certificates, education and references
3. Three (3) current reference letters
4. Transcripts for any Post Graduate Work
5. Writing sample that demonstrates how the applicant will address each of the items in NH DOE Education Rules 302; 506.01; 506.07, as well as NH RSA 194-C:4, that are applicable to a single-town school district that provides an overview of how you will address the Superintendent services for the Lempster School District. This writing sample should be no longer than two (20 pages double spaced).

Application Submission

The Lempster School Board will only accept electronic applications at mmunson@sau71.org. All materials must be presented in a single PDF file. All applications will be confidential until finalists are selected. Background checks will be initiated for all announced finalists. Any questions may be addressed to outgoing Superintendent, Dr. Michele Munson at mmunson@sau71.org or by calling 603-863-2420 – ext. 124 or 603-731-1087.

Applications due: October 21, 2019 – Board will be making a decision by December 20, 2019.