

Sudbury Public Schools Position Description

Title: Superintendent of Schools

Reports to: Sudbury Public Schools School Committee

Date: December 2017

Position Summary:

The Superintendent provides overall management and leadership to the Sudbury Public Schools, according to the district's mission, vision, and strategic plan. The Superintendent provides leadership in the improvement, development, and assessment of the instructional programs of the school district to ensure the best possible educational programs and services.

Key Duties & Responsibilities:

A. Educational Leadership

- Facilitates the development of and implements a collaborative effort to seek fulfillment and refinement of the educational vision, mission, and belief standards and assists the School Committee in setting priorities for the District and communicates effectively with all stakeholders;
- Supports School Committee policy and works for constructive improvement;
- Demonstrates knowledge of developments and trends in Pre-K-8 education;
- Ensures that policies, procedures and school rules promote a safe, respectful, and healthy school environment;
- Communicates effectively with the School Committee, staff, students and the community about educational trends, curriculum needs and instructional programs;
- Ensures that administrators and teachers communicate student progress and school curricula to parents/guardians;
- Administers the development, implementation, and assessment of educational programs consistent with state and federal standards;
- Conducts reviews of the total school program, and advises the School Committee on recommendations for the educational advancement of the schools;
- Recommends to the School Committee the timely revision and adoption of courses of study, curricula, and teaching materials;
- Facilitates the maintenance and upgrade of technology throughout the District.

B. Communication

- Keeps the public informed of the status of the schools and the District as a whole;
- Ensures meetings of administrators, teachers and other staff members are conducted as necessary for the discussion of matters concerning the improvement and welfare of the schools;

- Communicates to all staff members, directly or through delegation, actions of the School Committee relating to policy matters and receives from employees communications to be made to the School Committee;
- Confers as appropriate with professional and lay groups concerning the educational program and transmits suggestions to the School Committee and others, as appropriate;
- Provides the School Committee ample and timely information in order for them to make well-informed decisions;
- Communicates the vision and mission effectively to all stakeholders;
- Establishes and maintains a program of public relations to keep the public well informed of the accomplishments, activities and needs of the District;
- Communicates with and understands the needs and perspectives of various community groups;
- Attends or delegates a representative to attend meetings of municipal agencies at which matters pertaining to the District appear on the agenda or are expected to be raised;
- Works closely with the administration of Lincoln-Sudbury Regional High School to ensure that Sudbury students are provided with an appropriate transition to high school and that the two (2) Districts work in partnership for the benefit of Sudbury's students and families.

C. Staffing

- Implements the Massachusetts Educator Evaluation system as defined in Sudbury for certified educators and oversees the evaluation of all staff;
- Fosters an environment that encourages continuous learning, improvement, and a positive school culture on the part of District staff;
- Ensures protocols are in place to develop and implement an effective system of staff development focused on improving the educational and operational programs for each of the schools in collaboration with the School Committee, administration, and District;
- Advocates for staff to participate in conferences, visitations and coursework within the framework of the District's budget;
- Develops and implements a hiring process that complies with applicable state and federal laws targeting the most qualified teachers, administrators, and extra-curricular personnel;
- Ensures that job descriptions for all staff are developed, remain current, and serve as a basis for the evaluation of all school personnel;
- Participates, as deemed appropriate by the School Committee, in negotiations with recognized employee bargaining units;
- Responds appropriately to employee grievances or problems in accordance with applicable School Committee policies, collective bargaining agreements, and/or state/federal laws and regulations;
- Establishes personnel procedures that provide information that may be used to advance the quality of the District, such as exit interviews for departing employees, employee focus group discussions on specific aspects of job performance and duties, questionnaires and/or other means of eliciting staff member feedback.

D. Financial Management

- Demonstrates the ability to perform effective financial forecasting and long and short-term financial planning;
- Supervises the preparation, presentation, management and implementation of the annual budget and recommends it to the School Committee for approval;
- Explains clearly the proposed budgets, needs and priorities to all stakeholders;
- Ensures financial procedures and accounts are maintained and that audits are performed on an annual basis;
- Apprises the School Committee of the status of expenditures and receipts on a regular basis;
- Aligns budgeted funds and human resources to achieve agreed upon strategic goals;
- Supervise the submission and implementation of grants.

E. Operational and Facilities Management

- Files, or causes to be filed, all reports required by state or federal laws/regulations;
- Makes administrative decisions necessary for the effective and efficient operations of the schools. Acts on own discretion when emergency action is necessary in matters not covered by School Committee policy. Reports such emergency actions to the School Committee and recommends policy for future guidance;
- Models for all school personnel the use of data to make well-informed decisions;
- Supervises and ensures compliance with all laws, regulations and School Committee policies;
- Develops and implements short and long-term maintenance plans for school buildings and grounds, delegating particular duties as the Superintendent deems appropriate;
- Includes maintenance and other facilities/equipment needs in budget planning;
- Develops and implements guidelines and procedures governing the use and care of school facilities and property.

Qualifications:

- Licensed as an Assistant Superintendent/Superintendent by the Massachusetts Department of Elementary & Secondary Education;
- Master's Degree required; Doctorate preferred, in Administration, Education, or a related field;
- Successful administrative leadership experience and demonstrated leadership skills, preferably in an education setting;
- Excellent communication skills;
- A proven ability to work collaboratively and build partnerships within the schools, the community, and town government;
- Proficiency in curriculum assessment, contract negotiations and school based technology;
- Demonstrated understanding of Massachusetts General Law and Massachusetts Department of Elementary and Secondary Education policies and procedures;

- An ability to articulate a clear vision of the role and importance of the education system in preparing students to productively live in a global society;
- A record of responsible financial and school facility management.

Work Year: 12 months

Salary: Competitive salary and benefits

Application Process:

Please complete the online application found on our website at <http://www.sudbury.k12.ma.us> and click on “Job Postings”. Please include a letter of interest, resume, and three letters of reference and contact information for three professional references.

Hiring is contingent upon a successful CORI and fingerprinting clearance. All finalists will be required to provide official transcripts.

Deadline:

Resumes will be reviewed upon receipt and the application deadline is January 17, 2018.

The Sudbury Public Schools strives to recruit and retain quality individuals who will add their skills to a district committed to excellence in education. The District is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation or disability, as defined and required by state and federal laws.