MSAD 17—OXFORD HILLS SCHOOL DISTRICT
INVITES QUALIFIED CANDIDATES TO APPLY FOR THE FULL-TIME POSITION OF SUPERINTENDENT OF SCHOOLS

About the District
MSAD 17 is comprised of the eight towns of Harrison, Hebron, Norway, Otisfield, Oxford, Paris, Waterford and West Paris in the beautiful four season destination of Oxford Hills Maine.
MSAD 17 is one of Maine’s largest geographic school districts, with eight community elementary schools, a regional middle school, high school and the Streaked Mountain Alternative School. The Region 11 Technical School is also housed at Oxford Hills High School.

TO APPLY, CONTACT:
Maine School Management Assoc.
MSAD 17 Superintendent Search
49 Community Drive
Augusta, ME  04330

PH: (207) 622-3473
Email: msma@msmaweb.com

EOE

Application Deadline: April 9, 2021
Effective Date: July 1, 2021

♦ Maine State Superintendent certification (010) required.
♦ Salary commensurate with qualifications and experience
♦ Competitive Benefits

For more information about MSAD 17 visit: www.msad17.org
TITLE: Superintendent of Schools

QUALIFICATIONS:
1. Appropriate Maine Certification
2. A minimum of CAS in Administration
3. Experience as Superintendent of Schools, preferred

REPORTS TO: School Directors

SUPERVISES: All district personnel

JOB GOAL: To provide leadership in developing and maintaining the best possible educational programs and services for all students.

PERFORMANCE RESPONSIBILITIES:

1. Provides leadership in the development and implementation of the District’s mission and goals.

2. Attends and participates in meetings of the Board and its committees.

3. Administers the development and maintenance of educational programs designed to meet the needs of the students and community.

4. Ensures that all policies of the Board are implemented and advises the Board on the need for new or revised policies.

5. Prepares and submits recommendations to the Board relative to all matters requiring Board action, providing the Board with such necessary and helpful facts, information, and reports as are needed to ensure the making of informed decisions.

6. Nominates and appoints for employment qualified and competent personnel.

7. Supervises methods of teaching, supervision, and administration.

8. Reprimands and takes appropriate action with regard to the misconduct of any employee.

9. Commends and takes appropriate actions with regards to outstanding performance of any employee.

10. Suspends any employee for just cause, and reports such suspension to the board.
11. Recommends to the Board any final action regarding the promotion, demotion, or dismissal of any employee.

12. Supervises the preparation, recommends it to the Board and presents the final budget to the public.

13. Recommends to the Board sales of all property no longer required by the Board and supervises the proper execution of such sales.

14. Oversees the processing and submission of required reports.

15. Makes recommendations to the Board concerning the transportation of pupils in accordance with the safety requirements and the law.

16. Represents the district when dealing with other school systems, institutions, agencies, and community organizations.

17. Represents the Board as liaison between the school district and the community.

18. Keeps the public informed about educational practices, educational trends, and the policies, practices, and problems in the District’s schools.


20. Performs such other tasks as may be assigned by the Board.

TERMS OF EMPLOYMENT: See current Agreement Between the SAD #17 Board of Directors and the SAD #17 Superintendent of Schools.

EVALUATION: Performance of this will be evaluated in accordance with provisions of the Board’s policy on Evaluation of the Superintendent.

Approved by: ____________________________ Date: __________

Reviewed and agreed to by: ____________________________ Date: __________