



MSAD 6

*Helping all students reach
their full potential*

Maine School Administrative District 6 seeks the most qualified applicants for the full-time position of Superintendent of Schools.

MSAD 6 is currently the largest SAD in the State of Maine and one of the largest school systems in our state. We are located in the southern end of the state.

Our District serves the towns of Buxton, Hollis, Limington, Standish and Frye Island; representing portions of York and Cumberland counties. Geographically, the District covers approximately 182 square miles.

- Enrollment: approximately 3,500 students
- MSAD 6 operates the largest public sector bus fleet in Maine.
- Our vehicles travel a total of 5,300 miles each day.
- There are six elementary schools, one middle school, and one high school in our District.
- The District has over 600 employees.

Click [here](#) to learn more about MSAD 6.

QUALIFICATIONS:

- Minimum degree requirement Master's degree in education or related field;
- Maine State Certification (010) required, or documents proving eligibility;
- Minimum of five years' experience in educational administration;
- Demonstrated ability to create and maintain positive relations with students, staff, parents, and the community;
- Ability to work in a collaborative manner with appropriate stakeholders in maintaining a high level of services;
- Such additions or alternatives as the School Board finds appropriate and acceptable

TO APPLY, CONTACT:

MSAD #6 Superintendent Search
c/o Maine School Management Association
49 Community Drive
Augusta, ME 04330
PH: (207) 622-3473
Email: msma@msmaweb.com

EOE

Application Deadline: January 14, 2022

Effective Date: July 1, 2022

MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 6
JOB DESCRIPTION

Position:	Superintendent of Schools
Department:	Central Office
Reports To:	MSAD 6 Board of Directors
Approved By:	MSAD 6 Board of Directors
Approved Date:	May 26, 2011
Reviewed By:	Negotiations Committee
Reviewed Date:	December 13, 2016; August 23, 2021; September 13, 2021; October 5, 2021
Revised Date:	December 19, 2016; October 18, 2021

Job Goal: To administer and supervise the total school operation within the administrative area. This responsibility includes instructional, personnel, business, and administrative functions consistent with the Strategic Plan of the District.

Minimum Qualifications:

Master's degree in Educational Administration, a valid State of Maine Superintendent of Schools certificate (010), and five (5) years related professional experience in administration.

Essential Responsibilities and Duties:

1. Leadership: The ability to inspire, motivate, guide, and direct every member of the administrative, instructional, and support staff in setting and achieving the highest standards of educational excellence.
 - Monitors the total school program, provides the lead in its development and improvement, makes decisions, plans, directs, communicates, organizes, and works as a team member.
 - Leads the Administrative Team.
 - 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.
 - Accepts responsibility for the general efficiency of the school system, the development of the school staff, and the educational growth and welfare of the students.
 - Works with stakeholders to define, develop, and refine the District's mission and vision, and as such advocates, assists, and monitors the alignment.
 - Acts ethically and professionally in personal conduct, relationships with others, decision-making, and all aspects of District leadership.

2. Superintendent/Board Relationships: The ability to understand and serve in the multifaceted relationship with the Board and to keep the Board well informed with clear, specific recommendations for actions which are well documented.
 - Executes the will of the Board.

- Attends and participates in all meetings of the Board. Serves as secretary ex-officio for all meetings of the Board. Serves as ex-officio, non-voting member on standing and special committees.
 - Prepares and submits recommendations to the Board 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.
3. Strategic Planning: Ensures the alignment of school improvement plans and budgeting to the District strategic plan.
- Ensures a strategic planning process that is consistent with stakeholder requirements.
 - Communicates and monitors the goals and objectives that are embedded in the strategic plan to align with the District's vision and mission.
 - Communicates District goals to the Board.
4. Budgeting/School Finance: The responsible stewardship of the District's resources with a working knowledge of school finance, budget development, and funding.
- Works with the Business Manager for Finance and Operations to guide the process of fiscal planning and budgetary development, interpretation, and implementation.
 - Attends meetings of municipal agencies at which matters pertaining to the District appear on the agenda or are expected to be raised.
5. Organizational Management: Knowledge in the effective operation of the organization and an understanding of collective bargaining.
- Holds (or causes to be held) meetings of teachers and other employees, as necessary, for the discussion of matters concerning the improvement and welfare of the schools and facilities.
 - Develops, maintains, and administers an organization designed to effectively present instruction and educational pathways for enrolled students.
 - Ensures that all constitutional, statutory federal and state laws and Board policies are followed.
6. Curriculum and Instruction: Oversees the work of the Curriculum Department.
- Maintains an information system that supports the facilitation and monitoring of District initiatives.
 - Monitors and shares trend, benchmark, and comparison data, and assists school administrators in analyzing and using academic and operational results to continually improve student achievement.
 - Recommends to the Board, for its review, all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools.
7. Human Resources Development and Management: Ensures that the best qualified and most competent teachers, administrators, and support staff are recruited, recommended, assigned, and retained using good personnel management practices, and works to provide an environment for professional growth and development.

- Recommends to the School Board the selection, transfer, or termination of administrators.
 - Advocates, supports, and provides career development opportunities for current and potential.
 - Recommends the number and types of positions required to provide appropriate personnel for the operation of the District.
 - Assigns and transfers employees in the interest of the District and in accordance to collective bargaining agreements.
8. Supervision and Evaluation: Supervises and evaluates the effectiveness of staff performance in line with the evaluation process.
- Supervises the Administrative Team and Operations Team managers and directors.
 - Supervises overall school operations.
 - Ensures that all personnel are evaluated in accordance with law, Board policy, and collective bargaining agreements.
9. Communication and Involvement in the School Community: The ability to effectively communicate, inform, and involve the school community as a part of the school unit.
- Facilitates the resolution of problems appealed above the principal level.
 - Listens to input from ~~area~~ stakeholders, responds to opportunities to hear from staff, students, parents, and community members, and seeks input by initiating occasions for conversational exchange, both formally and informally.
 - Advocates, assists, and monitors customer satisfaction data and results for District schools.
 - Visits each school and department to be aware of current developments and to encourage, guide, and support employees.
 - Maintains effective working relationships between the District and other relevant agencies at the local, State, and national levels.
10. School Improvement: The skills and knowledge of current practices and research which will provide direction and leadership for constructive educational change and a strong commitment to developing facilities to meet the needs of the instructional programs.
- Keeps informed on modern educational thought, practices, and research through professional reading, visiting school systems elsewhere, attending educational conferences, and other means.
 - Directs studies and planning related to school organization, attendance, and school planning requirements.

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions. While performing the duties of this job, the

employee is regularly required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls, and talk or hear. The employee is frequently required to reach with hands and arms. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee must have the ability to move about between district locations and/or inside/outside the vehicle. The employee must have the ability to effectively communicate accurate information to staff and community members. Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception.

Work Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee regularly works indoors. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints while interacting with the public.

Work Year: Fifty-two (52) weeks per year (260 days); July 1 through June 30.

Wage and Benefits: As determined by the MSAD 6 Board of Directors on an annual basis.

Evaluation: Performance of this position will be evaluated annually in accordance with provisions of the MSAD 6 Board of Directors' policy.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

An employer must consider reasonable accommodations if the prospective employee meets the criteria as a qualified individual with a disability under the Americans with Disabilities Act of 1990 (ADA).

I have read, understand, and am able to fulfill the requirements necessary to perform this job.

Signature:

Superintendent of Schools

Date