The Littleton School Board invites qualified candidates to apply for the **Interim position of Superintendent of Schools**. The Board seeks candidates with collaborative leadership styles, outstanding communication and problem solving skills, and a steadfast commitment to student growth and achievement. This critical and challenging position requires a dedicated, organized leader of the highest caliber. A proven track record of strong fiscal management skills, team building skills, as well as a systems approach to school management is desired. The successful candidate will understand the necessity of fostering a positive climate and culture throughout the district, and that all stakeholders, including students, families, staff, and community members, are essential partners in education. The Board, ideally, seeks a candidate who is willing to make a long-term commitment to Littleton and its schools.

This position can be full time or part time.

Interested candidates should complete the application on SchoolSpring. This position is available immediately.

For the complete Superintendent job description, [please click here](#).

**POSITION:** Interim Superintendent - Full or Part Time

**QUALIFICATIONS:**
1. Superintendent certification in New Hampshire
2. A minimum of three years of classroom teaching experience
3. A minimum of five years of school level or district level administrative experience
4. Master’s Degree plus 30 graduate credits or a CAGS

**PHYSICAL REQUIREMENTS:**
1. Ability to operate a variety of automated office machines including computers, copiers, facsimile machines,
2. Ability to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
3. Ability to sit, stand, walk, kneel, crouch, stoop, reach, and twist
4. Ability to lift up to 25 pounds.

**REPORTS TO:** Littleton School Board

**JOB GOAL:**
To inspire, lead, guide, and direct every member of the administrative, instructional and supportive services teams in setting and achieving the highest standards of excellence, so that each individual student enrolled in our district may be provided with a complete, valuable, meaningful, and personally rewarding education. Further, to oversee and administer the use of all district facilities, property, and funds with a maximum of efficiency, and an ever-present, overriding concern for their impact upon each individual student's education.

**SUPERVISES:** All administrative and supervisory personnel of the district and indirectly, every district employee

**PERFORMANCE RESPONSIBILITIES:**
1. Attends and participates in all meetings of the Board and its committees, except executive sessions unless requested to participate.
2. Serves as ex officio member of committees.
3. 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.
4. Advises the Board on the need for new or revised policies and sees that all policies of the Board are implemented.
5. Prepares and submits to the Board recommendations 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.
6. Acts on own discretion if emergency action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy in order to provide guidance in the future.
7. Reports to the Board such matters as deemed material to the understanding and proper management of the schools, or as the Board may request.
8. Supervises the implementation of all laws, regulations, and Board policies.
9. Makes all administrative decisions within the school necessary to the proper function of the school district.
10. Makes such rules and gives such instructions to school employees and students as may be necessary to implement Board policy.
11. Delegates, at own discretion, to other employees of the Board the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the superintendent of final responsibility for the action taken under such delegation.
12. Formulates school objectives, policies, plans, and programs; prepares (or causes to be prepared) and presents facts and explanations necessary to assist the Board in its duty of legislation for the schools.
13. Conducts a periodic audit of the total school program, and advises the Board on recommendations for the educational advancement of the schools.
14. Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools.
15. Oversees the timely revisions of all curriculum guides and courses of study.
16. Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with published policies.
17. Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees and receives from employees communications to be made to the Board.
18. Directs staff negotiations with professional and nonprofessional personnel.
19. Recommends for appointment, election, or employment all employees of the Board except professional officers of the Board, and assigns, transfers, and recommends for dismissal any and all employees of the Board except professional officers of the Board.
20. Assigns and transfers employees as the interest of the district may dictate and reports such action to the Board for information and record.
21. Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
22. Supervises methods of teaching, supervision, and administration in effect in the schools.
23. Approves vacation schedules for salaried district employees under direct supervision.
24. Suspends any employee for just cause and reports such suspension to the Board.
25. Recommends to the Board for final action the promotion, salary changes, demotion, or dismissal of any employee.
26. Reports to the Board the case of any employee whose service is unsatisfactory and recommends appropriate action.
27. Submits to the Board a clear and detailed explanation of any proposed procedure that would involve either departure from established policy or the expenditure of substantial sums.
28. Directs the preparation of the annual budget for adoption by the Board and administers the budget as enacted by the Board, acting at all times in accordance with legal requirements and adopted Board policies.
29. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget.
30. Acts as purchasing agent for the Board, and establishes procedures for the purchase of books, materials, and supplies.
31. Provides suitable instructions and regulations to govern the use and care of school properties.
32. Recommends to the Board sales of all property no longer required by the Board and supervises the proper execution of such sales.
33. Maintains adequate records for the schools, including a system of financial accounts; business and property records; and personnel, school population, and scholastic records. Acts as custodian of such records and of all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.
34. Files or causes to be filed, all reports required by the state and the school code.
35. Recommends the establishment or alteration of attendance boundaries for all schools in the interest of good administration of the instructional program and approves the special transfer of students from one neighboring district to another only when, in the superintendent's opinion, conditions in each case warrant such action.
36. Makes recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety.
37. Makes recommendations with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the district.
38. Represents the district in its dealings with other school systems, institutions, agencies, and community organizations.
39. Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the Board informed of trends in education.
40. Represents the schools before the public, and maintains, through cooperative leadership, both within and without the schools, such a program of publicity and public relations as may keep the public informed as to the activities, needs, and successes of the schools.
41. Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, affecting a wholesome and cooperative working relationship between the schools and the community.
42. Keeps the public informed about modern educational practices, educational trends, and the policies, practices, and problems in the district's schools.
43. Confers periodically with professional and lay groups concerning the school program and transmits to the Board suggestions gained from such conferences.
44. Performs such other tasks as may, from time to time, be assigned by the Board.

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

DISCLAIMER: This job description lists general duties and is not intended to list every specific function required.

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