

# Douglas Public Schools

## Job Description

The **Superintendent of Schools** provides overall management, leadership, and stewardship of the Douglas 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 program of the school district to ensure the best possible educational programs and services. The Superintendent is responsible for ensuring district compliance with all state and federal Department of Education accountability requirements. At his/her discretion, the Superintendent may delegate any of the authority and responsibilities of the position, but the Superintendent is ultimately and fully responsible for actions taken under such delegation.

### **FAIR LABOR STANDARDS ACT (FLSA) CLASSIFICATION:**

This position is classified as *Exempt (Professional)*.

### **REPORTING STRUCTURE:**

The Superintendent of Schools reports to the School Committee, and supervises and evaluates professional administrative staff.

### **QUALIFICATIONS:**

1. Licensed, or eligible for licensure as an Assistant Superintendent/Superintendent by the Massachusetts Department of Elementary & Secondary Education;
2. Master's Degree, Doctorate preferred, in Administration, Education, or a related field;
3. Successful administrative leadership experience and demonstrated leadership skills, preferably in an education setting;
4. Excellent communication skills;
5. A proven ability to work collaboratively and build partnerships within the schools, the community, and town government;
6. A state-of-the-art understanding of the teaching and learning process, technology, and standards-based accountability;
7. 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;
8. Such alternatives to the above qualifications as the School Committee may find appropriate and in conformity with state licensure requirements.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Assumes overall responsibility for the **general management** of the district, including the maintenance of all district records, such as financial accounts, business and property records, personnel, scholastic, and school population records. Acts as the custodian of such records and of all contracts, documents, securities, title papers, books, and other papers of the School Committee. The superintendent serves as the School Committee's chief executive officer and preeminent educational advisor and acts as a catalyst for the school district's administrative leadership team. He/she ensures that the school district provides equal opportunity for all students and staff.
2. Assumes overall responsibility for **effective communication and community relationships**. Maintains open lines of communication and cooperative relationships with school staff, the School Committee, parents, and the community at-large. Maintains open lines of communication and cooperative working relationships with other boards and departments of town government. When appropriate, represents the interests of the district at meetings of town agencies where matters relating to the school system appear on the agenda or are expected to be raised. He/she develops and implements a continuing plan for working with new media outlets.
3. Assumes responsibility for **educational leadership and curriculum**, including overseeing the development and implementation of objectives and long-range plans for curriculum and instructional assessment and improvement. Keeps informed of current curricular and educational thoughts, trends, and practices, as well as proposed legislation impacting education, and informs the School Committee of significant developments in these areas. Assures continuous study and revision of curriculum guides and courses of study to meet the goals of the district's mission, vision, and strategic plan.
4. Assumes overall responsibility for the **school district budget**, including the preparation of the annual operating budget recommendations, based on guidelines set by the School Committee and the needs of the

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- district. Works with the School Committee to develop, present, and act as an advocate for the final budget. Once approved, the superintendent is responsible for the transparent implementation of the budget.
5. Assumes overall responsibility for the **facilities and grounds** of the school district. With the School Committee, determines short- and long-range building needs, and oversees implementation of construction, operation and maintenance programs.
  6. Assumes overall responsibility for **personnel and employee relations**, including ensuring the hiring of highly qualified and competent personnel, and assuring that comprehensive program of professional growth and development for personnel in the district. The superintendent also assures systematic performance evaluation of school personnel and provides training for evaluators in harmony with district policy. He/she ensures that the necessary actions are taken regarding any employee whose performance is judged to be unsatisfactory. The superintendent provides guidance and participates in the collective bargaining process, and assures adherence to all collective bargaining agreements.
  7. Assumes overall responsibility for a productive **relationship with the School Committee**, including attendance and active participation in meetings of the School Committee. The superintendent informs and advises the School Committee about the programs, practices, and problems of the schools, as well as activities operating under the authority of the School Committee. He/she submits recommendations to the School Committee relative to matters requiring School Committee action, and supports such recommendations with data and information necessary to make informed decisions. The superintendent monitors and reports to the School Committee progress on strategic plan goals, and continually works with the School Committee to develop, revise and implement a mission, vision, and strategic plan for the district.
  8. Assumes other responsibilities as required by the School Committee.

### **PHYSICAL WORKING CONDITIONS:**

Work is primarily sedentary, and is performed in an office setting. Frequent in- and out-of-district travel is required to attend meetings. Meetings frequently occur outside normal operating hours. Work requires use of hands and fingers, ability to handle and feel objects, tools, and controls. Occasional periods of walking, bending, stooping, kneeling, reaching, or occasionally lifting up to 20 pounds may be required. Specific vision abilities required by this job include close vision and ability to adjust focus.