

SUPERINTENDENT'S JOB DESCRIPTION

Minimum Requirement: Superintendent Certification
Maine Department of Education

The Superintendent is Chief Executive of RSU 13, whose purpose is the education of our children.

He or she represents the schools before the public. The Superintendent administers the development and implementation of the budget, curriculum, staffing, and plans for facilities management according to policies established by the Board. As Executive Administrator, he or she is responsible for the hiring and retention of competent, enthusiastic staff, providing support and supervision for all RSU 13 employees in the conscientious discharge of their duties. The Superintendent will communicate all the needs, successes, and challenges of our schools.

Qualifications: The Superintendent shall have obtained appropriate educational background and shall have successfully demonstrated through experience the following capabilities:

Leadership

- Keeps abreast of current educational practices through professional development, keeping the Board informed of trends in education. Reports quarterly to the Board plans for these activities and their results.
- Oversees a comprehensive plan of staff development designed to raise aspirations, build on existing strengths, improve competence, and maintain an awareness of current educational strategies.
- Inspires, guides, and supports RSU 13 staff to achieve the highest educational standards, ensuring every student the best possible education regardless of ability.
- Administers the development and maintenance of an educational program designed to meet the needs of the communities, policies of the Board, and applicable laws and regulations.
- Directs activities that will measure and evaluate the extent to which the educational program is attaining its objectives.

Curriculum and Instruction

- Studies and revises, together with the staff, all curriculum guides and courses of study, on a continuing basis. Recommends to the Board any major changes in the educational programs.

Management

- Reports and/or recommends to the Board the promotion, salary change, discipline, demotion, suspension, or dismissal of employees as required by law or Board policy.
- Maintains and acts as custodian of all financial, personnel and student records, contracts, securities, deposits, titles, books, and other materials, as well as electronically stored data belonging to the Board and RSU 13. Oversees systems management including accounting, auditing, web sites, and the generation, storage, and retrieval of all records.

- Practices participatory and collegial management in the administration of the schools.
- Demonstrates expertise in hiring and retaining qualified staff.
- Reviews employee performance according to RSU 13 policy, recognizing high performance, motivating improvement, and developing improvement plans as needed.
- Demonstrates a working knowledge about Maine School Law and collective bargaining.
- Perform such other tasks as may from time to time be assigned by the Board or as contained in Maine State Law.

Budget/School Finance

- Prepares and presents the annual RSU 13 budget.
- Facilitates long range planning.
- Oversees purchasing procedures and effective controls for all expenditures of school funds.
- Oversees business, transportation, and facilities management.

Communication

- Visits each school frequently.
- Maintains effective relationships between school district and other local, state, and national agencies.
- Communicates openly with all.
- Articulates goals, needs, and successes of the schools.
- Communicates effectively with individuals and all size groups.
- Receptive to input from all.
- Competent in technological communication.
- Fosters constructive relationships within the communities of RSU 13.

Superintendent/Board Relations

- Serves as professional advisor to the Board in all matters of educational leadership, business administration, personnel administration, material management, and public relations. Informs and advises the Board about the programs, activities, practices, and needs of the schools.
- Initiates and guides the development of policies for Board consideration; accepts the authority of and assumes the responsibility for the administration of Board policy; develops such administrative rules, regulations, or procedures as may be necessary to implement Board policies. Acts on own discretion as necessary in any matter not covered by Board policy.

- Participates in all meetings of the full Board. Prepares information and recommendations needed for informed Board actions. Serves as secretary ex-officio for all meetings of the full Board. Serves as ex-officio member of all standing and special committees.
- Informs the Board of any unforeseen situation that may require the expenditure of substantial funds.
- Answers all communications directed to the Board; directs all communications to school personnel from the Board and submits all requests, recommendations, and reports from school personnel to the Board.

Approved: 6/16/09