

ADMINISTRATION **2000**

SUPERINTENDENT OF SCHOOLS 2100

QUALIFICATIONS, DUTIES AND RESPONSIBILITIES 2103

SUMMARY:

Under direction of the School Committee, the superintendent manages the schools acting as an agent of the committee, provides information and input to the committee, manages school business and provides liaison between the community and the schools.

REPORTS TO:

The Salem School Committee.

ESSENTIAL DUTIES AND RESPONSIBILITIES: OTHER DUTIES MAY BE ASSIGNED.

Acts as the agent of the School Committee;

Establishes and prepares meeting agendas, presents items for consideration to the School Committee, responds to inquiries from the committee;

Ensures the communication and appropriate interpretation of committee decisions and requests to staff;

Manages all staff, including the assistant superintendents, administrators, directors, principals, teachers and support staff;

Provides for goal setting for and problem solving with staff;

Insures the timely and appropriate evaluation of all staff;

Responds to staff and community regarding questions or problems about school operations;

Recommends policy and program decisions to the committee;

Develops administrative rules and procedures to implement committee policy;

Attends two (2) nightly committee meetings per month; others as directed/requested;

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ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversees the preparation of the annual budget;

Interviews candidates and hires all staff, (excepting those staff explicitly still within the purview of the committee, according to the Education Reform Act of 1993, and any attendant amendments) with principal/directors' recommendation;

Attends various organizational meetings, both within and outside of district;

Ensures compliance with appropriate state and federal constitutional and statutory rules and regulations;

Oversees the condition of all school buildings and fields.

SUPERVISORY RESPONSIBILITIES:

Manages all employees of the school district, finance/planning, curriculum/staff development, community education, special education, principals, personnel/employee relations, athletics, grants development and implementation, vocational education, building department, student services department, etc. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the School Committee's policies and applicable local, state and federal laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND/OR EXPERIENCE:

Minimum of a master's degree in educational administration, management, and/or related field, doctorate preferred. A minimum of ten years' experience in an educational setting, at least three of which must have been in a central office capacity. Must have strong leadership and communication skills, with an expertise in school finance, curriculum and personnel arenas.

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CERTIFICATES, LICENSES, REGISTRATIONS:

Certified or certifiable as superintendent of schools in the Commonwealth of Massachusetts.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from parents, community members, staff and/or students, regulatory agencies, or members of the business community. Ability to effectively present information to the School Committee, administration and staff, public groups, etc.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES:

Should be able to speak on demand to large groups of people. Ability to apply knowledge of current research and theory in the field of education. Ability to establish and maintain effective working relationships with students, staff, the school community and the School Committee. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and School Committee policies.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in this position varies. When visiting a building the noise level will be loud, in the office, quiet and at meetings moderate.

Reviewed: December 2016