

TITLE: QUALIFICATIONS AND DUTIES OF
SUPERINTENDENT OF SCHOOLS

MINIMUM
QUALIFICATIONS:

1. A valid Superintendent's certificate issued by the Rhode Island State Board of Regents.
2. An earned Master's Degree, or higher, from an accredited college or university.
3. Experience in teaching and school administration totaling at least 10 years

REPORTS TO: Bristol Warren Regional School Committee

SUPERVISES: All school personnel

POSITION DESCRIPTION

The Superintendent's office gives leadership to the Bristol Warren Regional Schools wherein the educational needs of the community are translated to appropriate educational programs which are planned, financed, implemented, and evaluated. The organization of this office ensures coordination of policies; rules, regulations, statistical data, and staff-community input to best achieve the goals of the community it serves.

PRIMARY FUNCTION

The Superintendent serves as the School Committee's chief executive officer of the District and primary educational leader of the system. The Superintendent will have complete administrative responsibility for the school system, and in accordance with these powers, he/she shall be responsible for the efficient operation of the school system in all its division.

JOB RESPONSIBILITIES

1 SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP

- 3 days prior to each workshop and/or regular meeting, prepares for each Board member a meeting agenda listing all items of business and including supporting data as necessary.
- Reports to the School Committee issues of interest/concern, the progress, and the achievement of the school system in a timely, systematic fashion.
- Serves as a professional advisor to the School Committee and to advisory groups, established by the committee, offering assistance and recommendations as appropriate to facilitate school committee decision making.
- Serves as ex-officio member of all committees of the School Committee

- Seeks constructive criticism from the School Committee in an effort to continually assess and improve professional performance.
- Attends and participates in all meetings of the School Committee except when specifically excused.
- Develops satisfactory communication devices to keep members of the School Committee fully informed concerning significant and critical issues confronting the school system.
- Represents and speaks for the School Committee on those occasions as requested.
- Investigates and reports to the School Committee, any evidence that may come to his/her attention of any infringement of the legal rights of the District, or in which the legal responsibility of the District may be involved.

2 CURRICULUM AND INSTRUCTION

- Is responsible for establishing curricular mission, purposes, and goals.
- Implements instructional programs to insure that district goals and student instructional needs are being met.
- Implements a program for continuous assessment of student achievement.
- Provides for elementary, secondary and post-secondary vertical and horizontal coordination of all instructional programs and auxiliary services.
- Recommends to the School Committee the content of each course of study in cooperation with teachers, principals, district office administrators, and community/parental representatives.
- Recommends to the School Committee the selection of textbooks and other instructional materials after consultation with appropriate staff members.
- Maintains high standards in all areas of the academic program for all students and staff.
- Ensures that the school system provides equal opportunity for all students.
- Implements a process of continuous curriculum assessment and revision whereby instructional programs can be periodically reviewed for their relationships to district philosophy and goals and their effectiveness in meeting student and community needs.
- Ensures periodic reports to the School Committee the results of continuous curriculum assessment, review, and revision.

3 POLICY DEVELOPMENT AND IMPLEMENTATION.

- Periodically reviews all district practices and policies for accuracy, effectiveness, comprehensiveness, and legality and keeps the School Committee informed as to how its policies are being carried out.
- Recommends policy revisions, deletions, and additions as deemed necessary to the effective and efficient operations of the District.
- Devises and implements administrative regulations and practices as deemed necessary to give full effect of School Committee policies.
- Implements all district policies according to the letter and intent of the School Committee.

- Interprets district policies to staff and community members.
- Makes such rules and regulations, and gives such instruction to employees as may be necessary to make these, and additional acts by the School Committee, and the requirements of State Law fully effective in the management of the schools; and in all matters not covered by these rules and regulations, acts on his/her own discretion if action is necessary, and reports such action to the School Committee for its information.

4 LEADERSHIP

- Serves as the leader of the District, thereby modeling appropriate leadership behaviors for all administrative and supervisory personnel.
- Keeps informed on current educational research, developments, and continually shares that information with the staff, the School Committee and the community.
- Inspires and stimulates staff to perform to the best of their abilities in the execution of their assigned responsibilities. Keeps abreast of the latest developments in education using creativity in initiating programs and activities, which move education forward.
- Provides for the development and implementation of continuous programs of staff development for all certified and classified staff in cooperation with appropriate staff members, for the implementation of safe and effective learning environments.
- Serves as a representative of the School Committee and participates with fellow educators at such local, state, and national meetings as the School Committee shall designate or approve in an effort to improve education generally.
- Oversees management of the district's day to day operations.
- Develops and carries out a plan for keeping the total professional and support staff informed of the mission, goals, and strategies of the school system, and the important roles all staff members play in realizing them.

5 PERSONNEL MANAGEMENT

- Reports any changes in the number and/or type of positions necessary to provide effective and efficient operations of all district programs.
- Recommends for School Committee approval all certified and classified staff.
- Assigns all certified and classified staff to various positions in consultation with appropriate administrative and supervisory personnel.
- Provides for the development and implementation of procedures for the recruitment, selection, supervision, and evaluation of all staff, particularly focusing on probationary certified employees.
- Assumes direct responsibility for recruitment, selection, supervision, and evaluation of district office administrators and building principals.
- Recommends for School Committee non-renewal and termination notices of those employees whose services are no longer required or whose

performance is deemed unacceptable for continued employment, particularly focusing on probationary employees.

- Assumes an active role in the development and implementation of personnel salary and benefit schedules, which conform to establish budgetary constraints and best serve the needs of the school district.
- Evaluates personnel performance in harmony with district policy and to keep the School Committee informed about such evaluations.

6 BUDGET AND FINANCE

- Assumes responsibility for the management of all district financial resources to ensure that fiscal integrity and cost effectiveness are continually maintained.
- Provides for the development and recommendation of the annual budget and assumes overall responsibility for adopted budget implementation.
- Provides for a system of purchases, expenditures, and investments of district funds within the confines of the School Committee adopted budget after consultation with appropriate staff members.
- Assumes responsibility for ensuring that all district financial operations comply with audit requirement, state statutes, and federal funds guidelines.
- Advises the School Committee of all personnel, program, and facility issues, which affect the financial operations of the District.
- Ensures that the school system is using available resources in the most efficient and cost-effective manner possible.
- Ensures that the school system is operating within budget and to report any budgetary shortfalls in a timely manner, according to school department policy and state law.

7 COMMUNITY RELATIONS

- Provides for the development and implementation of district wide school-community relations and programs.
- Ensures that adequate and timely information regarding district policies, programs, and practices are made available to both district employees and the community at large.
- Establishes and maintains effective relationship with the media.
- Responds to patron concerns in a prompt, courteous and professional manner.
- Serves as liaison between the District and other local, state, and national groups and organizations.
- Supports and initiates collaborative efforts to improve programs, facilities, equipment, and materials.
- Assumes responsibility for maintaining good human relations by showing evidence of interest toward students, parents, parent led organizations, staff, School Committee members, and members of the community.
- Assumes responsibility for representing district interests before other agencies and other segments of government.

- Maintains visibility within the community by participating in community activities.
- Prepares news releases and other types of public information so that the citizens of the District may have a fair and impartial view of the educational and service programs of the District.

8 PLANNING

- Advises the School Committee in its goals setting and planning deliberations.
- Recommends to the School Committee planning models to be used in developing short and long-range plans for the district.
- Ensures periodic reports of student performance assessment results to the Board for their use in goal setting and planning deliberations.
- Provides for the development and implementation of an evaluation procedure designed to assist the School Committee in its evaluation of the District's success in meeting School Committee identified goals.
- Annually submits to the School Committee a comprehensive state of the District report.
- Coordinates the collection of all information required to adequately assess the needs of the community, plans programs to meet those needs, evaluates those programs, and meets the statutory requirements of local, state, and federal regulations for reporting demographic, census, and fiscal data.
- Maintains continuing studies of the problems facing the schools, and keeps the School Committee informed of the results of these studies, offering recommendations as appropriate.

CONDITIONS OF EMPLOYMENT

Employment shall be reflected in a contract between the School Committee and the Superintendent. On or before March 1 preceding the expiration date of said employment contract, the School Committee shall notify the Superintendent in writing of the School Committee's intentions to renew the Superintendent's employment contract for an ensuing term; and the Superintendent shall notify the School Committee on or before said date in writing of his/her desire to be employed by the School Committee for said renewal term.

The Superintendent shall be employed for a specified term, at a salary to be determined by the School Committee, and shall be on duty twelve months each year with vacation as determined by School Committee policy.

Revised: July 17, 2006
December 8, 2014

Bristol Warren Regional School District, Bristol, RI 02809