

Policy Section C

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CB School Superintendent

A primary function of the School Board is to select a Superintendent of Schools. To select a Superintendent, a majority vote of all members of the Board shall be required. He/she may be appointed to a contract of up to five years in accordance with the laws of the state of Maine.

The Superintendent shall be executive officer of the Board. In addition, under Maine law, he/she shall serve as secretary ex officio to the Board. He/she shall attend all meetings and have the right to speak on all subjects, but shall have no vote.

The Superintendent shall administer and supervise the public educational system of the district. He/she shall have discretionary authority, subject to later approval by the Board, to act upon all emergency matters and those as to which his/her power and duties are not specifically set forth or limited.

The Superintendent shall devote his/her entire working time to the duties of the position. He/she may, without violation of the provisions of this section, perform educational functions outside of the district with the approval of the Commissioner of Education and the board.

Legal Reference: Title 20-A, MRSA, Sec. 1001

Title 20-A, MRSA, Sec. 1051

Adopted: April 27, 2011

Reviewed: January 15, 2020

CB-R Superintendents Job Description

JOB TITLE: *Superintendent of Schools*

[QUALIFICATIONS:]

1. Certificate, license or other legal credentials required by the State of Maine.
2. Degree(s) required in a related area of study.
3. Classroom teaching experience and educational/administrative superintendent experience preferred.
4. Such alternatives to the above qualifications as the RSU 1 Board may find appropriate and acceptable.

[REPORTS TO]: RSU #1 Board of Directors

[SUPERVISES:] All Administrative and supervisory personnel of RSU 1.

[JOB GOAL:] To provide leadership in developing and maintaining the best possible educational programs and services for RSU

1. To oversee and administer the use of all facilities, property, and funds in the best interest of students and the school system.

[PERFORMANCE RESPONSIBILITIES:]

1. Educational Leadership
 - a. Monitors the effectiveness of the school programs and makes recommendations to the Board for improvement.
 - b. Encourages innovations in programming to meet educational needs.
 - c. Recommends to the Board, through the use of appropriate personnel, adoption of courses of study, curriculum, teaching materials, etc.
 - d. Provides visible leadership in all schools and is fully aware of instructional practices in each school.
 - e. Researches and implements best educational practices to insure that all students have a quality educational program.

f. Ensures that policies, procedures, and school rules promote a safe, respectful, and healthy school environment.

2. Goals and Objectives

a. Enforces all constitutional or statutory laws, State Board regulations, and School Board policies in RSU 1.

b. Establishes realistic goals and objectives with the RSU 1 Board.

c. Adheres to goals, mission, and objectives set by the RSU 1 Board.

3. Organizational Management

a. Develops and implements short and long-range planning.

b. Develops management systems to administer the rules, regulations and the needs of RSU 1.

c. Administers the development, maintenance, and improvement of the educational program.

d. Develops, implements, and monitors the change process to improve the educational program.

4. Personnel

a. Consistently secures and assigns the best available personnel.

b. Develops and executes sound personnel policies and practices.

c. Participates, as deemed appropriate by the Board, in negotiations with recognized employee bargaining units.

d. Develops and implements an effective system of supervision and evaluation for all staff, based on Board policies and with appropriate input from administrators and staff.

e. Recognizes the value in leading by example. Provides a model for character and professional standards.

5. Business/Finance

a. Demonstrates the ability to perform effective financial forecasting and long and short-term financial planning.

b. Supervises the preparation and presentation of the annual budget and recommends it to the Board for approval.

c. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget.

d. Clearly explains proposed budgets, needs and priorities to the Board, community and local municipal officials.

e. Conducts all financial operations and purchasing within Board policies and applicable state/federal laws/regulations.

f. Maintains appropriate financial accounts and ensures that audits are performed on an annual basis.

6. Facilities Management/Transportation

a. Directs appropriate management of all buildings within RSU 1.

b. Promotes the proper use and care of all school facilities and equipment.

c. Recommends new facilities or renovations to existing facilities as needed.

d. Oversees and monitors the transportation system.

e. Develops and maintains an ongoing facility maintenance program that accurately represents future building code requirements and short and long-range capital improvements. Actively pursues funding for support of this plan.

7. Community Relations/Communications

a. Conducts meetings of administrators, teachers, and other staff members as needed for the discussion of matters concerning the improvement and welfare of the schools.

b. Develops a positive working relationship with the general public and the community agencies.

c. Keeps the community informed about educational issues and policies.

d. Communicates the educational concerns of RSU 1 to appropriate legislators.

e. Ensures the Board can concisely explain the budgets and provides clear input during Town Meetings as requested.

f. Establishes and maintains a system of public relations to keep the public well informed of the activities and needs of the school system.

g. Confers as appropriate with professional and key groups concerning the school program and transmits suggestions to the Board and others, as appropriate.

h. Communicates with and understands the needs and perspectives of various community groups.

8. Board Relations

a. Serves as Secretary to the Board as required by law.

- b. Prepares reports and material to the Board and makes recommendations for action.
- c. Keeps the Board informed about operations and key issues in RSU 1.
- d. Informs the Board of pending legislation.
- e. Prepares monthly report to inform the Board of ongoing activities.

9. Professional Development

- a. Continues professional development by: course work, conference attendance, work on professional committees, and visits to other districts.
- b. Fosters an environment that encourages continuous learning and improvement on the part of school staff.
- c. Develops and implements an effective system of staff development focused on improving the educational and operational programs of the schools, with appropriate input from the Board, administration and staff.
- d. Provides reasonable opportunities for staff to participate in conferences, visitations and coursework within the framework of the school system's budget.

TERMS OF EMPLOYMENT: 260 days

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

BOARD APPROVED: March 28, 2011

BOARD REVISED: October 25, 2021

CBC Duties of Superintendent

File: CBC

DUTIES OF SUPERINTENDENT

The Superintendent of Schools shall act as the Executive Officer of the RSU 1 Board of Directors, and under its direction and control, shall have the care and supervision of the schools. The superintendent may delegate to other employees authority to carry out board policies but shall not be relieved from responsibility for any action taken under such delegation.

He/she shall:

- A. Provide leadership;
- B. Make him/herself available to teachers for conferences in planning and developing curriculum;
- C. Strive for the improvement of educational opportunity;
- D. Formulate plans and policies for consideration by the board;
- E. Keep the board informed as to the condition and progress of the schools;
- F. Enforce the board's rules and regulations;
- G. Take appropriate action in any case or event not covered by policy and report such action to the board at the next regular meeting;
- H. Nominate all certified personnel (teachers, counselors, administrators);
- I. Direct and supervise the work of all teachers and make such rules and give instruction to school employees as may be necessary to carry out board policies;
- J. Prepare an annual budget for board consideration;
- K. Within the limits of the detailed budget, have the power to direct expenditures and purchases;
- L. Maintain adequate records for school finance, business and property, school population, and student records; and

M. Exercise general supervision of school property and apparatus.

Legal Reference: Title 20-A, MRSA, Sec. 1001

Title 20-A, MRSA, Sec. 1055

Title 20-A, MRSA, Sec. 1251

Title 20-A, MRSA, Sec. 13201

Title 20-A, MRSA, Sec. 13302

Cross Reference: CHA -- Administrative Procedures

BFE -- Administration in Policy Absence

Adopted: April 1, 1980

Revised: April 13, 1992

Reviewed and Adopted: April 10, 2006

CBD Superintendent_s Contract

The employment of the superintendent shall be made formal by means of a contract entered into by the School Board and the Superintendent. As provided by law, the term of the contract shall not exceed five years and shall end always on the 30th day of June, whatever the year of expiration. The contract will state the term of employment, compensation, benefits and other conditions of employment.

A School Board may discharge a Superintendent before the expiration of the contract term in accordance with Title 20-A, Section 1052.

Annually, beginning with the hiring of a superintendent and in each December thereafter, the board shall review its contract with its executive officer. Such a review is required under state law and shall be accomplished in compliance with procedures established by the Department of Education.

At the time of the annual review, the board shall determine and report to the Department the period of time for which the contract will be renewed; the terms of the contract; how long the board intends to await the superintendent's response to its proffered contract; and a certification of the board's actions in this matter. The law requires that the chair and the secretary of the board certify to the Commissioner of Education, under oath, all facts relative to the superintendent's employment.

Legal Reference: 20-A MRSA §§ 1051, 1052

Adopted: April 27, 2011

CBI Evaluation of the Superintendent

The Board will evaluate the performance of the Superintendent as a regular and scheduled activity. The primary purposes of the evaluation will be to continually improve administrative leadership, to strengthen the working relationship of the Board and Superintendent governance team, and to assist the Board in reviewing issues associated with the Superintendent's employment.

Guidelines:

- A. The Superintendent should be involved in developing the evaluation form and standards or reviewing the existing evaluation form and standards.
- B. The evaluation(s) should be at a regularly scheduled time and place, with no other items on the agenda, in an executive session in which all Board members are present.
- C. The Superintendent should prepare for the evaluation by conducting a self-evaluation.
- D. The Board should prepare for the evaluation as follows:
 1. Board members will submit individual written assessments to the Chair, using the evaluation form and standards, with supporting comments giving specific examples related to conduct and/or performance.
 2. The Chair will develop a composite evaluation from members' written opinions.
 3. The Board will meet in executive session to review the composite evaluation and materials related to the Superintendent's performance. The Superintendent may be invited to, or excluded from, this session at the Board's discretion. E. The Board will meet with the Superintendent in executive session to review the evaluation:
 4. The Board as a whole will meet with the Superintendent to discuss the evaluation, which should include the composite of individual Board members' written assessments as agreed upon by the Board.
 5. The evaluation should include a discussion of strengths as well as areas identified for improvement.
 6. As no form or set of guidelines can encompass the totality of the Superintendent's responsibilities, the evaluation discussion may include items not described in the evaluation form.

7. The Board's evaluation should be supported by specific examples of the Superintendent's conduct or performance, and should represent the perspective of the majority of the Board.
8. The Superintendent shall be given the opportunity to provide feedback to the Board regarding his or her perceptions of the working relationship between the Superintendent and the Board and other issues the Superintendent identifies as relevant to his/her job responsibilities and performance. F. The Board will meet in executive session to discuss issues such as compensation, benefits, and extension of contract directly related to the Superintendent's evaluation and employment. The Superintendent may be invited to, or excluded from, this session at the Board's discretion. G. The Board will meet with the Superintendent in executive session to discuss compensation, benefits, extension of contract and other matters relevant to the Superintendent's employment. H. Following the completed evaluation process, the Board Chair shall provide the Superintendent with a written summary of the key elements of the evaluation review.

Performance Objectives

Using the Superintendent's evaluation(s) for the year and the priorities established by the Board, the Board and the Superintendent will establish mutually agreed upon and clearly understood performance goals for the ensuing year prior to October 15th. Progress toward these goals will be included as part of the next Board evaluation of the Superintendent.

Cross Reference: BDD - Board-Superintendent Relationship

CB - School Superintendent

CB-R - Superintendent Job Description

Adopted: April 13, 1992

Reviewed and Adopted: April 10, 2006

Revised: February 24, 2014; January 24, 2022

CFB Evaluation of Administrators

File: CFB

EVALUATION OF ADMINISTRATORS The superintendent shall implement and supervise an evaluation system for all administrative personnel. A report shall be made to the board annually on the performance of all administrators, with recommendations regarding their employment and/or salary status. Formal evaluations shall be made at least once a year, but more often during the first two years in an administrative capacity. They shall be conducted according to the following guidelines:

- A. Evaluative criteria for each position shall be in written form and made permanently available to the administrator;
- B. Evaluations shall be made by the superintendent or immediate supervisor;
- C. Results of the evaluations shall be put in writing and shall be discussed with the administrator;
- D. The administrator being evaluated will have the right to attach a memorandum to the written evaluation; and
- E. Results of all evaluations shall be kept in confidential personnel files maintained at the superintendent's office. Adopted: April 13, 1992 Reviewed and Adopted: April 10, 2006 Regional School Unit 1 Policy CFB -- Evaluation of Administrators

CHA - Development of Administrative Procedures

The Board delegates to the Superintendent the responsibility for developing and disseminating such administrative procedures as may be necessary to carry out the policies adopted by the Board.

"Administrative procedures" include procedures, directives, specifications of actions to be taken, rules, regulations, protocols, and other detailed arrangements for the operation of the school unit and the schools.

The Superintendent may issue such administrative procedures without prior Board approval unless Board action is required by state or federal law or regulations. The Board may request that certain individual procedures or types of procedures be presented for its approval.

The Superintendent may recommend a proposed administrative procedure for Board approval if he/she believes Board consideration is necessary or desirable.

Cross Reference: CB -- School Superintendent

CB-R Superintendent Job Description

BFE -- Administration in Absence of Policy

Adopted: April 13, 1992

Reviewed and Adopted: April 10, 2006; April 28, 2014

CHCAA Student and District Handbooks

[Student Handbooks]

In order to inform students, parents and staff members of pertinent Board policies, regulations, and District rules and procedures, the administration shall publish and annually revise student handbooks containing information about the District as a whole and the individual schools. The Superintendent shall provide the Board with a list of changes made to each school handbook on an annual basis. Prior to the issuance, the principal shall insure that the contents of student handbooks conform to School Board policies, administrative procedures, and state and federal laws and regulations.

Handbooks shall be distributed to all students no later than the first week of each school year and to new students when they enroll. Students and parents are expected to familiarize themselves with the handbook.

[District Handbooks]

The following items should be contained in the District Handbook:

- Mission statement;
- Admission policies including required immunization, age, transfer requirements;
- The school's attendance policy and absence makeup work procedures;
- The school district's graduation requirements (high school handbook);
- Student responsibility for behavior and penalties for failing to conduct oneself in accordance with school district policies including the possibility of suspension and/or expulsion;
- A statement concerning due process and student appeal procedures;
- The district's policies on alcohol and other drugs, tobacco, weapons, violence and threats of violence;
- Academic and conduct-related rules regarding eligibility for extracurricular activities;
- Emergency procedures, including drills, illness and injury;
- Computer and internet use rules;
- Options available to parents for alternative instruction and/or review of instructional materials;
- Statement of nondiscrimination/equal opportunity in education and employment;

- The name, address and telephone number of the person designated to receive complaints concerning discrimination or harassment;
- Policies concerning access to student records; and
- The district's policy and practice concerning school closings or cancellations, including how notices of school delay or closing will be broadcast or how students will be otherwise notified.

The Student and District Handbooks will be made available electronically. Notification of the location of the handbook will be provided to each family, and hard copies will be available upon request.

Adopted: May 8, 2006

Revised: March 25, 2013

CHD Administration in Policy Absence

File: CHD ADMINISTRATION IN POLICY ABSENCE

In cases when action must be taken within Regional School Unit 1 and the board has provided no guidelines for administrative action, the superintendent shall have the power to act.

His/her decisions, however, shall be subject to review by the board at its regular meeting. It shall be the duty of the superintendent to inform the board promptly of such action and the need for policy.

Cross Reference: Policy CBC -- Duties of the Superintendent

Adopted: April 13, 1992

Reviewed and Adopted: April 10, 2006 Regional School Unit 1 Policy CHD -- Administration in Policy Absence