

# 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

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