

**FOSTER-GLOCESTER REGIONAL SCHOOL DISTRICT
GLOCESTER, RI**

SUPERINTENDENT OF SCHOOLS

A. SELECTION

The Superintendent of Schools shall be selected and appointed by the School Committee of the Foster-Glocester Regional School District.

B. QUALIFICATIONS

1. Holder of appropriate Rhode Island certification to serve in the capacity of Superintendent of Schools.
2. An earned Master's Degree at an accredited institution with evidence of study beyond the MA degree.
3. Experience as a teacher and administrator in total years as determined by the selecting School Committee.
4. Experience and/or educational background in both elementary and secondary education.
5. Proven leadership ability/experience.
6. Knowledge, understanding and experience in working with all aspects of a public school system.
7. A commitment and understanding for the primary goals of education as established by the community.

C. IMMEDIATE SUPERVISOR

Foster-Glocester School Committee.

D. POSITION FUNCTION

The Superintendent of Schools is the educational leader of the school system. He/she has general responsibilities for School Committee relationships, curriculum and instruction, student and employee morale, finance and management, staff development and public relations.

D. POSITION FUNCTION (Continued)

In his/her leadership role, the Superintendent relates to the following constituencies: School Committee as a body, School Committee members, assistant superintendents, principals, directors, coordinators and supervisors, teachers, non-certified personnel, employee organizations, students, parents, citizens, community and local/state governmental agencies.

E. RESPONSIBILITIES

1. The Superintendent is the chief executive officer and the principle professional advisor to the School Committee.
2. The Superintendent of Schools is the delegated leader of the staff system of administration. He relates to staff members collectively and individually on matters of policy and operations.
3. The Superintendent of Schools is the educational leader and the ultimate superior of the principals.
4. The Superintendent of Schools relates to directors, coordinators and supervisors largely through the staff member to whom each is responsible.
5. The Superintendent of Schools is the ultimate instructional leader of teachers in the school system. He/she relates to them primarily through staff members and principals.
6. The Superintendent of Schools represents for most students the authority of the school system. He/she relates to them largely through the principals.
7. The Superintendent of Schools is the ultimate authority for the operation of non-instructional services, relating to non-certified personnel very largely through the principals, the supervisory personnel and the members of the staff.
8. The Superintendent of Schools is the official representative of the school system in dealing with colleges and universities.
9. The Superintendent of Schools personifies for parents the decision making authority on the operation of the school system within the framework of School Committee policies. He/she relates to parents primarily through the principals and staff members.
10. The Superintendent of Schools is the official spokesman to citizens on the philosophy, program and practices of the public schools.
11. The Superintendent is the authorized agent for release of school system news which relates to the internal operation of the School District.

F. DUTIES

1. Attends and participates in all regular and special meetings of the School Committee except when own employment or salary is under consideration/review.
2. Advises the Committee on the need for new and/or revised policies by following approved procedures for developing policies.
3. Coordinates the implementation of all Committee policies and State laws relevant to School District.
4. Coordinates the interpretation of Committee policies for all client groups.
5. Coordinates the preparation and submits to the Committee written recommendations relative to all matters requiring Committee action, placing before the Committee supportive and helpful facts, information and reports as are needed to insure the making of informed decisions.
6. Prepares the agenda for each meeting of the Committee in cooperation with the Committee Co-Chairs.
7. Maintains written records of all regular and specially called meetings of the Committee.
8. Interprets and clarifies the purposes and needs of the school system to Committee, staff, students and public.
9. Informs and advises the Committee about the programs, practices and problems of the system and keeps the Committee informed of the operation of the system.
10. Exercises power to make administrative rules and regulations and procedures for corporation employees and students as may be necessary to effectively implement Committee policy and the efficient operation of the system.
11. Acts on own discretion if action is necessary in any matter not covered by Committee policy, reports such action at the next regularly scheduled Committee meeting, or as soon as practical to the Committee Co-Chairs, and recommends a policy in order to provide guidance in the future.
12. Coordinates recommendations for certified personnel appointment, and defines the position responsibilities, subject to the approval of the Committee.
13. Annually conduct a written evaluation of all principals and administrators and submit to the Committee with a recommendation for contract extension and salary consideration if performance is satisfactory.

14. Coordinates the recommendation for the number and types of positions required to provide adequate personnel for the implementation of effective educational programs and services.
15. Coordinates the voluntary and involuntary transfers of all employees according to the best interests of the School District.
16. Suspends any employee for just cause, and reports such suspension to the Committee at the next meeting thereafter for final action.
17. Coordinates the recommendation for discharge of any employee whose services are so unsatisfactory as to warrant such action based on proper personnel documentation.
18. Communicates all official actions of the Committee relating to personnel matters to all employees, and receives from employees all official communications to be made to the Committee.
19. Conducts meetings with employees or recognized employee groups as necessary for the discussion of matters concerning the improvement and welfare of the schools.
20. Coordinates employee collective bargaining plans within the framework approved by the Committee.
21. Coordinates the work of administrative team members, provides counsel and motivation on a systematic basis and fosters a harmonious working relationship between departments and various client groups.
22. Coordinates the overall financial planning of the District and procedures for development of the annual budget and submits the budget to the Committee for review and approval.
23. Coordinates the general operation and maintenance of school facilities, grounds, and equipment, and the purchases, storage, distribution and inventory of supplies and equipment.
24. Determines the boundaries of school attendance areas, subject to approval of the Committee.
25. Coordinates the implementation and the Committee policy on personnel appraisal and supervision.
26. Represents the Committee as liaison between the system and the community.

27. Represents the district in its dealings with other school systems, institutions, agencies and community organizations.
28. Conducts administrative staff meetings.
29. Keeps the Committee informed of changes by statutory enactments as they apply to the operation of the school system.
30. Develops and maintains communications within the educational community so the aims, objectives, conditions, and needs of the school system are known.
31. Works with the Committee and administration to improve long-range and short-range planning programs.
32. Works with appropriately designated personnel to improve the quality of instruction and its delivery system.
33. Works with appropriately designated personnel to create an effective and workable evaluation system for instruction.
34. Establishes through the appropriately designated personnel to create better controls over inventories.
35. Works with appropriately designated personnel to improve the financial data processing of the District.
36. Works with appropriately designated personnel to develop a district-wide preventative maintenance program.
37. Constantly works toward the goal of energy efficiency.
38. Continually works toward improving the School District's image.
39. Refines and improves personal management competency.
40. Continually updates organization charts, position descriptions and functional responsibilities of all levels of management.
41. Establishes annual District goals and objectives for Committee review and confirmation.
42. Develops and maintains such records and reports as may be required by laws, rules, regulations or requests by the Committee.
43. Performs all other duties which are necessary to insure the proper functioning of educational programs and services in the system and which are related to the position

of Superintendent of Schools and the chief administrative officer of the School Committee.

44. The Superintendent shall perform such other duties as may be directed by the School Committee.
45. Develops and maintains a job specification for each class of position within the school department. Such job specification shall include the title of the position, the distinguishing features of the work to be performed, the educational and experience qualifications necessary for the individual to occupy the position, and a statement of lines of authority.

G. SUPERINTENDENT'S ANNUAL REPORT

At a regular meeting of the School Committee following the termination of each school year, the Superintendent shall submit an annual report which will include a description of the educational program conducted during the preceding year, statistics regarding enrollments, attendance, staffs, both instructional and non-instructional, data pertaining to pupil growth and reports of special programs and projects which have contributed to the growth of the educational program of the community and any other pertinent information he/she may deem appropriate.

H. TERMS OF EMPLOYMENT

The Superintendent of Schools shall be employed for a period of three years and issued a contract which is subject to annual extension unless either party notifies the other of intent not to allow the contract to be extended.

The contract for hiring a Superintendent shall be signed by appropriate officers of the Committee after same has been reviewed by counsel as to legal form and content.

I. SALARY

The salary of the Superintendent shall be determined by the School Committee annually.

J. EVALUATION

The Superintendent shall be provided with periodic opportunities, in executive session, to discuss Superintendent-Committee relationship and shall be advised, at least biannually, of any inadequacies as perceived by the Committee. An annual evaluation shall be encouraged.

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