

**REGION ONE SCHOOL DISTRICT**  
**SUPERINTENDENT OF SCHOOLS**

**JOB DESCRIPTION**

**TITLE:** Superintendent of Schools

**SALARY AND BENEFITS:** As determined by the boards of education.

**PRIMARY FUNCTION:** The superintendent of schools is elected by the boards of education to serve as the executive officer of the boards and as the chief administrative officer of the Regional School District. The superintendent is accountable to the boards of education for implementing its policies and attaining its educational goals.

The responsibility of the superintendent is to administer the policies established by the boards of education in accordance with Statutes of the State of Connecticut. The superintendent implements policy by establishing appropriate operating procedures and regulations relating to the policies of the Boards. As the chief administrator of the school district, the superintendent is personally responsible for the direction and annual evaluation of all school-based and central office administrators. He/she supervises the selection of all school-based and central office employees; the administration and supervision of the educational program; the fiscal management and business affairs of the school district; and the operation and maintenance of school facilities and equipment. The superintendent provides the line of communication from the boards of education to the staff and from the staff to the boards of education. As executive officer, the superintendent may delegate duties and authority to insure the implementation of policy in a manner consistent with the best interests of students and staff, but he/she cannot abrogate responsibility.

**JOB SPECIFICATIONS:**

- I. Requirements: Connecticut certification as a school superintendent.
- II. Capacity to perform major responsibilities, as follows:
  1. Participates in all seven district board meetings, assists with preparing the agenda; and provides informative reports and recommendations on agenda items.
  2. Recommends board policies formulated through professional investigation and study, assessments of local need, and in consultation with the professional staff, and parents. Develops administrative procedures as needed to carry out boards policies and directives.
  3. Serves as educational leader for the school system and an example for associates, helping others to relate productively with each other and to exercise leadership within the framework of the regional organization.
  4. Performs all duties specified by the boards of education in accordance with the General Statutes of the State of Connecticut and coordinates the functions and services of all employees into a compatible, district—wide operation.
  5. Stimulates team planning, decision-making and creative thought, among faculty members and administrators toward the goal of attaining long-term efficiency, effectiveness and improvement in the operation of the schools.

6. Inspires effort, growth and accomplishment among employees by appropriately delegating duties and authority and maintaining high standards of performance.
7. Supervises the work of all administrators, provides for their growth and development and evaluates their performance on an annual basis.
8. Oversees all regular and special education programs and services at all levels.
9. Evaluates the curriculum and instructional practices in consultation with the assistant superintendent, principals and the curriculum review committee, and implements appropriate change, as needed.
10. Maintains high standards in the selection of qualified staff and supervises their development through well-planned in-service programs.
11. Meets with parents, community organizations and civic groups in promoting the school district. Investigates complaints and reports on matters of concern and public interest, as needed.
12. Supervises the development of budgets, which provide for the varied needs of students and the region.
13. Keeps informed concerning current educational thought and practices through professional meetings and conferences at the local, state and national levels and keeps the boards of education and community informed of practices, trends, activities and needs of the local public schools.
14. Administers all collective bargaining agreements (certified and non-certified) in the regional district, and acts as the hearing officer at the second step of the grievance process.
15. Participates, as an advisor to the Boards, in the negotiations of new collective bargaining agreements as necessary.
16. Act as the representative of the Boards with the State of Connecticut and the Department of Education implementing new laws and mandates as appropriate.
17. Oversees the State and Federal Programs in the school districts and approves all applications for grants.
18. Communicates with the School Districts' Legal Counsel, and represents the districts regarding legal matters, court appearances, and hearings.
19. Supervises the maintenance of all required records and reports. i.e. personnel, state reports, federal reports, enrollment and legal documents.
20. Monitors and reports on State and Federal Legislative Actions, and provides input to State and Federal Representatives concerning matters relating to the Region's School Districts.