

LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

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Equal Opportunity Employer



Dennis Miller, Chairman

Ralph Boehm, Vice-Chair

Cindy Couture

Jason Guerrette

Patricia Jewett

Exhibit A

Superintendent of Schools Job Description

Qualifications

1. Current certification as a Superintendent of Schools by the State of New Hampshire.
2. Completion of an advanced degree program in Education Leadership. (Masters or higher). The studies shall include, at a minimum, work within the following areas: School Finance, Personnel, School Planning, Curriculum, Public Relations, School Law, Administration, Business Management and Supervision.
3. Ten years of public school experience, five of which will have been in educational administration or supervision.
4. Such alternatives to the above as the Board may find appropriate and acceptable.

REPORTS TO: The Litchfield School Board

Duties and Responsibilities

The Litchfield Schools exist to serve the needs of our youth and to provide programs and facilities that will help them to gain the skills and knowledge they will need to become productive citizens within our society.

It is the primary duty of the Superintendent to ensure that the welfare of the students is protected. The Superintendent is responsible for ensuring that the facilities, staffing, and programming of the district are adequate to support the growth and development of the students. The Superintendent is responsible for ensuring that the schools are run according to federal, state, and local laws as well as the policies and desires of the Litchfield School Board. To accomplish this, it is the expectation that, as a minimum, the Superintendent will perform all duties common and customary for the position, including but not limited to:

Act as **Chief Officer in charge of staff**, exercising administrative judgment and authority to meet the goals of the district and the wishes of the Litchfield School Board.

1. Ensure that each school is adequately staffed with highly qualified individuals to provide quality programming and instruction able to meet the goals and objectives of the schools.
2. Ensure that all employees are properly certified and licensed in the State of New Hampshire to perform the duties for which they are hired.
3. Coordinate and implement plans for staff development to ensure that all staff remains current on educational topics related to their positions.

4. Take appropriate and timely action to resolve issues of incompetence, immorality or insubordination, or the failure of employees to conform to the laws of the State of New Hampshire, the rules, regulations or directives of the New Hampshire Board of Education or the rules, regulations or directives of the Litchfield School Board.

5. Nominate all staff.

6. Visit each school site on a regular basis to stay apprised of activities within those facilities.

Act as **Chief Officer in charge of facilities**, exercising administrative judgment and authority to meet the goals of the district and the wishes of the School Board.

7. Coordinate the development of long range and short term planning for facilities and equipment, and implement such plans to ensure the adequacy of educational facilities and equipment.

Act as **Chief Officer in charge of finance**, exercising administrative judgment and authority to meet the goals of the district and the wishes of the School Board.

8. Prepare and coordinate the overall financial planning of the Litchfield School District.

9. Prepare and present the School District Budget for presentation to the Litchfield School Board for approval.

10. Attend all Budget Committee hearings on the School Budget to support proposed budget items.

11. Attend town Deliberative Sessions prepared to support proposed school warrants.

12. File all required state and federal forms in a timely manner.

Act as **primary liaison between the schools and the community**, exercising administrative judgment and authority to meet the goals of the district and the wishes of the Litchfield School Board.

13. Act as the primary school liaison between the schools and other town committees and agencies, including Emergency Services, Board of Selectmen, and the Budget Committee.

14. Oversee the development of parent organizations to support the programs of each school.

15. Maintain open communication with various media, including local and state wide papers, televised media outlets, and radio.

Act as the **Board's chief administration official**.

16. Attend all regular and special meetings of the Board of Education.

17. Keep the Board apprised of legislative actions affecting the administration of the schools.

18. Coordinate and recommend all matters requiring Board action, placing before the Board supportive, balanced and helpful facts, information and reports as are needed to ensure the making of informed decisions.

19. Keep the Board informed of all plans, programs and issues which affect the overall operation of the schools and/or have direct affect upon the duties of the Board as defined in State and local statutes and in Board policy.

20. Work with the Litchfield School Board Chair to develop Board Agendas and action items.

21. Perform all other duties which are necessary to assure the proper functioning of educational programs and services in the district which are related to the position of Superintendent of Schools and chief administrative officer of the Board of Education.

22. Act as a professional in all matters relating to official duties, including but not limited to:

- a) keeping abreast of current issues and trends in education
- b) exercising sound judgment in matters related to the position
- c) exercising restraint and dignity in all decisions
- d) protecting the rights and dignity of all students, district employees, and citizens at all times
- e) upholding the laws governing the position as well as the directives, policies, and wishes of the Board.

TERMS OF EMPLOYMENT AND EVALUATION: As defined in the negotiated contract.