

ESSEX TOWN SCHOOL DISTRICT
Job Description

Superintendent of Schools

Job Title:

Department: Administration

Reports To: Essex Town School Board

FLSA Status: Exempt

Approved By: School Board

Approved Date: December, 2009

The School Board of Essex Town is currently seeking a Chief Executive Officer to lead the organization toward the accomplishment of a set of strategic outcomes (known as its "Ends Policy") in conjunction with the implementation of the Essex Design for Learning.

Your Qualities:

You will have freedom to accomplish the School Board's Ends Policy within clearly stated limitations related to prudence and ethics. In order to be a successful candidate, you will need to be able to demonstrate:

- A clear grasp of and commitment to the Board's Ends Policy.
- The ability to develop effective strategies within a rapidly changing environment.
- High-level management skills.
- The highest standards of personal ethics.
- Strong commitment to the value of accountability.
- Strong, forward-looking leadership skills

Your Role:

Your role will be to lead the staff of the organization and be accountable for all they do in pursuit of the Board's Ends Policy. Thus, your work will involve the following:

- Serve as the link between the Board and the operating organization.
- Ensure that the organization is operating within a reasonable interpretation of the Board's Ends and Limitations Policies.
- Develop educational programs to meet the needs of the students and the community.
- Keep the Board informed of anticipated or actual noncompliance with any Board policy.
- Provide the Board with information it requires to keep its policies current.
- Provide monitoring information, including policy interpretations and data, according to the Board's monitoring schedule.
- Monitor student performance to ensure that students are meeting challenging standards and provide equal educational opportunities for all students.
- Develop and maintain systems to ensure continuous monitoring of all fiscal activities to provide the Board with sufficient data and to provide an accurate account of School District funds.
- Provide leadership to administration through evaluation, supervision, team planning and collaboration.
- Develop and maintain a 5 year plan for the District.
- Ensure compliance with local, state and federal policies, rules, regulations, and statutes.

Supervisory Responsibilities:

This position manages six supervisors within the School District:

- Director of Finance
- Director of Instruction and Information Services

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- Director of Student Services
- Principal of Essex Elementary School
- Principal of Founders Memorial School
- Principal of Essex Middle School

The Superintendent is responsible for the overall direction, coordination, and evaluation of these departments and also directly supervises the Executive Assistant.