

Narragansett School System

Summer 2016

TITLE: Superintendent of Schools
REPORTS TO: Narragansett School Committee
SUPERVISES: All District Level Administrators, Building Principals and Assistant Principals, Administrative Assistant to the Superintendent

JOB DESCRIPTION:

The Superintendent of Schools is responsible for the care and supervision of the schools and employees of the Narragansett School System to comply with the requirements of Title 16-2-11 of the General Laws of the State of Rhode Island and the policies and procedures of the Narragansett School System. As the Chief Executive Officer and primary educational leader, the Superintendent is responsible for the efficient operation and high quality performance of the school system.

MINIMUM QUALIFICATIONS:

- RI Certification as a Superintendent
- Master's Degree or higher
- Experience in teaching and school administration of at least 10 years

OTHER DESIRED QUALIFICATIONS:

- Highly Organized
- Energetic and enthusiastic about education
- Knowledgeable about blended and integrated learning practices and 1:1 technology initiatives
- Able to lead the development of a new Strategic Plan for the district
- Experience in school program redesign, particularly at the secondary level
- Exceptional interpersonal and communication skills, both oral and written
- Skill in consensus building across all constituencies (administrators, staff, parents, students and government officials)
- Experience in union contract negotiations and maintaining effective management-labor relationships
- Proven ability to empower others and vision a future for the schools with new models and structures if so desired
- Willing to be highly visible and accessible to staff and the community

DUTIES AND RESPONSIBILITIES:

- I. School Committee Oversight
Facilitate the work of the School Committee by providing structure, information, advice and representation.
- II. Administrative Functioning
Manage and administer the day to day operations of the school department such as enrollment, curriculum and programming, extracurricular activities, facilities, staffing and media as well as the implementation of long term strategic goals and priorities in order to provide for the smooth and efficient operation of all schools and school departments.
- III. Policy and Governance
Make recommendations for the development or revision of policy as deemed necessary by the Rhode Island Department of Education, state or federal law or local needs. Implement and monitor district adherence to these policies while at the same time modeling ethical governance to the school community.
- IV. Budget and Finance
Assume responsibility for the management of district finances and resources to ensure fiscal integrity and cost effectiveness. Prepare, present, manage and implement the annual budget. Be a strong communicator and leader in budget matters with our parents, staff, the Town Manager, the Town Council and the Finance Committee. Work closely with School Building Committee on long-term planning for capital needs and asset protection.
- V. Curriculum and Instructional Leadership
Evidence knowledge and interest in best practice and designs in curriculum, assessment and technology. Support high quality professional development and the continuous improvement of teaching strategies and programs to support student learning. Use data for decision making and creative thinking as decisions are made to meet high expectations within allowable resources.
- VI. Human Resource Management
Ensure the hiring of the best qualified and most competent teachers, support staff and administrators. Monitor program needs as they relate to staffing adjustments. Evaluate personnel, execute individual contracts to administrators and be knowledgeable and skilled in federal, state and local human resource policies and regulations. Demonstrate personal integrity and ethics relative to personnel recommendations.
- VII. Labor Relations
Represent the School Committee in contract negotiations, grievances and the interpretation and implementation of negotiated Collective Bargaining agreements.

VIII. Community Relations

Respond to feedback, build community support for the schools, and be successful in maintaining and extending the current positive school identity, culture and morale. Promote our school district and develop programs to continue to attract out of district tuition students while also retaining our own students. Seek more opportunities for partnerships with the community, higher education institutions, local businesses and larger corporations.

TERMS OF EMPLOYMENT:

Twelve month work year at an annual salary and benefits per contractual agreement with the Narragansett School Committee. The position of Superintendent is classified as "exempt" according to the Fair Labor Standards Act.