

Montpelier Roxbury Public School District (“MRPSD”)

Job Description

JOB TITLE: Superintendent of Schools

FLSA STATUS: Exempt

LAST UPDATED: February 1, 2019

VISION: Our schools are caring, creative, and equitable communities that ensure all children grow into engaged citizens and life-long learners.

POSITION OBJECTIVES:

- The Superintendent must accept all responsibilities and perform all duties required of a superintendent as prescribed by Federal law, Vermont State Statutes, rules, and regulations of the Vermont Board of Education, and as stated herein.
- The Superintendent will inspire, lead, guide and direct every member of the administrative, instructional and support services team in setting and achieving the highest standards of excellence, so that all students enrolled in the district may be provided with a rewarding education consistent with our Mission and Values.
- The Superintendent must oversee and administer the use of all district facilities, property, and funds with a maximum of efficiency, a minimum of waste, and an ever-present, overriding awareness of and concern for, their impact upon each individual student's education.
- The Superintendent will be the Educational Leader to the Montpelier Roxbury community. The Superintendent will be responsible for articulating Board policy, and conflict resolution, to the public.

POSITION RESPONSIBILITIES:

- The Superintendent is expected to apply the knowledge and skills identified in the [Core Leadership Standards for Vermont Educators](#) as established by the Vermont Standards Board of Professional Educators of the Vermont Agency of Education.
- Serves as Chief Executive Officer for Montpelier Roxbury Public School District, and performs such duties as are prescribed by the laws of Vermont and by the MRPSD Board of Commissioners (Title 16, Sec. 303)

PERFORMANCE STANDARDS:

Leadership

Visionary Planning

- Develops and supports a shared vision with the board, administration, staff, and community.
- Defines and articulates the MRPS vision to the Montpelier Roxbury Community.

- Identifies the need for systemic change and serves as an agent for that change.
- Collaborates with others to develop and implement a Continuous Improvement Plan (CIP) that increases student learning and assesses student performance under the plan.
- Develops an effective and interactive community public relations program.

Interpersonal and Collaborative Skills

- Articulates clearly and in a timely manner verbal and written communications.
- Uses skills and strategies of problem solving, consensus building, conflict resolution, stress management and crisis management effectively. Manages an ever-changing environment, anticipating the unknown.
- Provides constructive feedback to others to further continuous improvement.
- Models and promotes professional ethics and values.
- Uses data to inform decisions.

Partnerships

- Collaborates and partners with parents, community, social service agencies, state agencies, higher education institutions, business, and industry to support student learning.
- Demonstrates understanding of current and pending legislation and changes in state and federal laws and regulations affecting the district and assists the board and the administration in complying with, and responding to, these changes.
- Collaborates with the MRPS Board on relevant legislative outreach.
- Maintains liaisons and participation with the VT State Board of Education, VT Superintendents Association, VT School Boards Association, and other agencies to gain information and provide appropriate influence on pertinent matters.
- In collaboration with the Board Chair, provides or arranges for board development on a regular basis.
- Assists in preparing agendas for board meetings and attends meetings prepared to act as a resource person and advisor on matters before the board. Regularly meets with Board Chair prior to Board Meetings.

Management

Personnel

- Oversees the recruitment, selection, and maintenance of qualified staff.
- Oversees the hiring, supervision, discipline, grievance procedure, and termination of all staff, including recommendations for board action as appropriate.
- Conducts supervision and annual evaluation process for principals and all direct reports.
- Oversees and provides information for labor relations, negotiations, and administrative contract management; administers the provisions of the negotiated agreements.

- Select the most highly-qualified and best-suited candidates for employment, following a process that allows for substantive input from parents and community members with respect to the hiring of administrators, teachers, and key co-curricular employees.
- Takes meaningful steps to promote diversity, equity, and inclusion in the hiring process.
- Does not discriminate against any staff member for non-disruptive expression of dissent.

Board of Commissioners: Policy

- Carries out the policies adopted by the School Board, relative to the educational or business affairs of the school district (Title 16, Sec. 242).
- Assists the Board in the establishment and maintenance of an orderly system for the development and review of board policies.
- Ensures staff and community awareness of all existing and proposed policies.
- Ensures procedures are created and implemented.
- Provides timely responses to Board requests.

Fiscal Planning and Budget Management

In collaboration with the Business Manager,

- ensures the planning and management of resources is consistent with the MRPS vision.
- Oversees the adequacy and soundness of the district's financial structure.
- Develops the system necessary for budget preparation that clearly shows the relationship of program to expenditures.
- Supervises the preparation of the annual budget, and the fiscal administration of the budget.
- Makes recommendations concerning the budget to the Board for approval.
- Assists the board in the presentation and explanation of the budget.
- Develops and maintain systems to insure the continuous monitoring of all budgets.
- Develops and presents a timeline to meet required Budget deadlines.

Safety and Effective Learning Environment

- In collaboration with the Facilities director, ensures school safety and security, including emergency services and VSSC recommendations.
- Identifies and designates a potential interim superintendent, and informs the Board Chair of that designation.

Curriculum, Instruction and Assessment

In collaboration with the Curriculum Director and Support Services Director

- Oversees a comprehensive and inclusive system of education that will foster success for all students.
- Oversees planning, implementation, and evaluation for the improvement of

education programs as outlined in each school's Continuous Improvement Plan as well as the district CIP.

- Oversees the reporting and use of assessment results to inform the school community.
- Regularly reports with the use of local data to the school board on the progress of all students.
- Ensures that students, in all cohort groups, are making progress toward achieving proficiency.
- Oversees and ensures the implementation of the Education Quality Standards.
- Oversees the periodic review and maintenance of the Student Handbook.

SUPERVISION AND EVALUATION:

- The supervision and evaluation of the Superintendent is the responsibility of the MRPSD Board. The Superintendent's summative evaluation, based on duties, goals and objectives, must be performed at least annually.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Education and Experience. Master's' Degree in School Administration or other appropriate discipline plus three or more years of experience as a PK-12 educator, and two or more years of educational administration experience.