

WESTON PUBLIC SCHOOLS

Town of Weston
Weston, Massachusetts

Job Description

TITLE:

Superintendent of Schools

QUALIFICATIONS:

1. Holds current and valid initial or professional licensure as a Superintendent by the Massachusetts Department Elementary and Secondary Education (“DESE”), or holds a current and valid superintendent licensure in another state and will obtain Massachusetts licensure by time of hire.
2. Has earned at least a Masters' Degree in Education with additional credits in public school district leadership, or an advanced degree, from an accredited institution of higher learning.
3. Has demonstrated successful performance in public school district administrative capacities of increasing responsibility for no fewer than five years, preferably in a similar district to Weston (2,000 students).

REPORTS TO:

The Weston School Committee

JOB GOAL:

To provide leadership in developing and maintaining excellent educational programs and services, community relations, and outcomes for the Weston School District in a cost-effective manner.

SUPERVISES:

Directly supervises district-level administrators and has ultimate supervisory authority over all other personnel employed by the district.

PERFORMANCE RESPONSIBILITIES INCLUDE:

EDUCATIONAL LEADERSHIP

1. Facilitates the development of and implements a collaborative effort to seek fulfillment and refinement of the educational vision, mission, and beliefs and assists the School Committee in setting priorities for the school system.
2. Communicates the educational vision, mission, and belief standards effectively to all stakeholders.
3. Demonstrates knowledge of developments and trends in education.
4. Provides coordination, direction and leadership of the entire education program.

5. Enable the staff to be responsive to the educational needs and expectations of the students, their parents/guardians and the community.

ADMINISTRATIVE LEADERSHIP

1. Oversees compliance with all laws, regulations, and School Committee policies.
2. Develops and recommends to the School Committee policies, positions and actions affecting all activities, programs, facilities and staff.
3. Informs and advises the School Committee about the programs and practices in the schools and keeps the School Committee informed of the activities operating under the Committee's authority.
4. Recommends objectives and long-range plans for the improvement and evaluation of curricula, programs, budgets and facilities.
5. Maintains a positive working relationship with the Town government and its agencies.
6. Models for all school personnel the use of data to make well-informed decisions.

PERSONNEL ADMINISTRATION

1. Ultimately responsible for the hiring, assigning and transfer of all licensed and non-licensed personnel in the district as set forth in the Education Reform Act of 1993.
2. Implements recruitment procedures designed to attract the highest caliber of employees to the district.
3. Evaluates in accordance with established procedures all administrative personnel under their direct supervision.
4. Responds appropriately to employee grievances or problems in accordance with applicable School Committee policies, collective bargaining agreements, and/or state/federal laws and regulations.
5. Holds meetings with teachers, administrators, and other employees for discussing matters concerning the improvement and welfare of the schools.
6. Assists, as deemed appropriate by the School Committee, in negotiations with recognized employee bargaining units.
7. Communicates to the staff matters relating to policy changes or other Committee actions affecting school personnel.
8. Ensures effective staff development focused on improving the educational and operational programs for each of the schools in collaboration with the School Committee, administration, and District.

FINANCIAL PLANNING

1. Directs the preparation of the annual budget for consideration by the Committee and oversees the administration of the budget as enacted by the Committee.
2. Aligns budgeted funds and human resources to achieve agreed upon strategic goals.
3. Involves principals and other administrators in the budget development process.
4. Serves as a liaison with the community and governmental bodies such as the Finance Committee and Town Meeting as well as the community throughout the budget development process.
5. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget.

6. Provides the Committee with ideas and information in the areas of capital improvements, organizational changes, personnel projections, and program development that will have budgetary ramifications.
7. Ensures that financial reports are prepared in an accurate and timely basis.

SCHOOL COMMITTEE/COMMUNITY RELATIONS

1. Attends and participates in all meetings of the School Committee as appropriate.
2. Represents the Committee as a liaison between the district and community organizations, institutions and agencies.
3. Ensures that the Committee chair is well-informed of substantial matters of importance or cost to the District as well as matters that could reasonably come before the Committee.
4. Establishes and maintains a program of public relations to keep the community well informed of the activities and needs of the schools.
5. Attends the relevant portions of Town Meeting, Finance Committee, or Select Board and speaks on matters affecting the District when necessary and/or at the request of the School Committee.
6. Fosters a positive relationship between and among the schools, business partners, private educational institutions, and community by providing for avenues of communication and participation in public school activities and planning.

TERMS OF EMPLOYMENT:

Three-year appointment. Salary and other conditions of employment as established through contract with the School Committee.

EVALUATION:

Performance of this position will be evaluated annually in accordance with Massachusetts laws, DESE regulations, and School Committee Policy.