

# **BROADALBIN-PERTH CENTRAL SCHOOL**

## **POSITION DESCRIPTION**

<b><u>Position Title:</u></b>	<b>Superintendent of Schools</b>
<b><u>Reports To:</u></b>	<b>Board of Education</b>
<b><u>Approved By:</u></b>	<b>Board of Education</b>
<b><u>Date:</u></b>	<b>July, 2010</b>

### **Summary:**

Under direction of the Board of Education, manages the school district serving as the Chief School Officer of the School District and the Executive Officer of the Board of Education. Working with the Board, the Superintendent provides leadership to the school staff and the community ensuring the highest levels of educational quality and opportunities are provided to students.

### **Essential Duties and Responsibilities:**

- Manages, and is responsible for, all facets of the school district educational program and operation while serving as the Chief School Officer
- Must be a collaborative leader whose leadership style is based upon trust, integrity, and honesty
- Establishes and prepares, in consultation with the BOE President, board meeting agendas, presents issues for consideration of the Board of Education, and responds to inquiries from Board members
- Keeps the Board of Education informed as to the status of the school district on a regular basis, and immediately when events warrant
- Responsible for the implementation of Board of Education Policies through the use of various forms of communication tools including administrative regulations
- Ensures the communication and interpretation of Board of Education decisions to the school staff and community
- Adjust local policy in accordance with municipal, state, and federal guidelines
- Formulates strategic plans, goals, and change efforts with the Board, staff, and community
- Recommends all candidates, following a quality search process, for employment at Broadalbin-Perth Central School to the Board of Education
- Is responsible for district purchasing utilizing purchasing policy for the development of specifications and standards. In addition, ensures that proper internal controls are in place throughout the process.
- Responsible for the direct supervision, management, and evaluation of the District Administrative staff
- Ensures compliance with federal, state, local laws and the State Education Department Commissioner's Regulations
- Responsible for forming a program and school culture that is responsive to suggestions, ideas, and needs of the children and the community
- Responsible for the development of an educational program that meets the New York State Learning Standards and assessment practices. Moreover, must exhibit the capacity to lead in curriculum development, technology integration, and instructional improvement
- Responsible for negotiating the collective bargaining agreements with units within the school district following the directives of the Board of Education and the laws of New York State

- Must exhibit a sound knowledge of the budgetary process and fiscal management of the district, and is responsible for the development of the annual school budget
- Responsible for regular communication with the public, addressing complaints, and solving problems that may arise while conducting the business of the district
- Serve as an articulate spokesperson for the welfare of all students within the school community
- Assume responsibility for the oversight of the District's curricula, textbooks, support materials, and instructional program supervision within the framework of the rules and regulations of the State Department of Education and the Board
- Elicit public participation and support for the educational programs
- Responsible for making regular visits to schools during the instructional day, attends after school events as schedules allow, and is approachable and highly visible in the community.
- Represents the school district at events and meetings outside the district as required and when the interest of the district is at stake

### **Operation and Maintenance**

- Primarily responsible for the provision, maintenance, and operation of all district facilities.
- Responsible for the direct supervision of the Director of Buildings and Grounds
- Responsible for working with the Board of Education Building and Grounds committee to perform monthly inspections
- Works closely with the Director of Buildings and Grounds to provide staff training opportunities
- Responsible for the development of standards for safety, security, and cleanliness of the district facilities
- Coordinates the recruitment and selection process for staff vacancies and recommends candidates to the Superintendent

### **Transportation**

- Responsible for the operation and maintenance of the district's transportation program, ensuring the safe, economical, and comfortable transportation of students
- Responsible for the direct supervision of the Head Mechanic
- Responsible for the development of a long range bus and vehicle replacement program
- Coordinates the recruitment and selection process for staff vacancies and recommends candidates to the Superintendent
- Oversees the bus routing and scheduling practices of the district
- Responsible for the staff development program for mechanics, drivers, monitors, and aides
- Ensures driver training and certification compliance with NYS regulations

### **Food Service**

- Responsible for the operation of the district food service program ensuring fiscal economy, efficiency of service, and proper nutritional guidelines
- Responsible for the direct supervision of the Food Service Director
- Coordinates the recruitment and selection process for staff vacancies and recommends candidates to the Superintendent
- Responsible for the staff development program for food service employees

### **Education/Experience and State Certification:**

The Superintendent must have previous experience as a teacher and administrator, hold a Bachelors, Masters, and Advanced study degrees, and be certified as a School District Administrator(SDA) or School District Leader (SDL) in the State of New York.