

**North Country Schools/OENSU  
Common Board Policy Manual**

<b>ADMINISTRATIVE PROCEDURE</b>
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**Procedure D.25**

TITLE: Superintendent of Schools Job Description

QUALIFICATIONS:

1. Licensed as a Superintendent of Schools by the State of Vermont
2. Degree in Educational Administration or equivalent
3. Experience as a Superintendent or other CEO type responsibility
4. Some type of legal background preferred
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Supervisory Union Board

SUPERVISES: Administrative and Supervisory Personnel of the district

JOB GOAL: To provide leadership in setting and achieving the highest standards of excellence, so that each individual student enrolled in our district may be provided with a complete, valuable, meaningful, and personally rewarding education.

To oversee and administer all aspects of Supervisory Union management with a maximum of efficiency, and an ever-present overriding concern for the impact upon each individual school district.

**I. OENSU SUPERINTENDENT DUTIES --- ALL SCHOOL DISTRICTS**

**A. OENSU BOARD/EXECUTIVE COMMITTEE**

- Work with the Principals to coordinate activities of all School Boards
- Work directly with all Principals and/or Board Chairs to carry out individual Board responsibilities
- Carry out all business pertaining to North Country Schools/OENSU School Board and Executive Committee
- Provide on-going information regarding changes in national/state education direction legislation funding and legal issues

**B. BOARD AGENDA PREPARATION**

• All Boards Except NCUHS

Agendas will be prepared by the Principal with input and direction from the Superintendent. Principal would call the office one week prior to the meeting. If the board chair is reachable by phone, they would be contacted at that time to quickly review the agenda and make any adjustments. (Board chair could ask that this step be eliminated if not needed or inconvenient) Other board members could call the principal or superintendent to add agenda items. There would also be an opportunity to suggest items at the end of each meeting.

- NCUHS
- Agendas would be prepared by the North Country Planning Committee, superintendent, NC Management Team and NC Business Manager. They would meet one week prior to the board meeting.
- Work with local administrators to carry out all decisions made by School Directors.

**C. BOARD MEETING COVERAGE**

- The Superintendent will attend all board meetings pending need and availability.

**D. LABOR CONTRACT OVERSIGHT**

- This service would include negotiations for all school districts.
- Once a contract has been negotiated, implementation would be covered as a normal course of business. This would include: interpretation, grievances, instituting contract terms.

**E. SUPERVISION OF PRINCIPALS AND CENTRAL OFFICE ADMINISTRATORS**

- The positions to be supervised include School Finance Manager, Director of Special Education, Assistant Director of Special Education, Director of Curriculum, Assessment, & Instruction, NCUHS Management Team, NCUHS Business Manager, School Principals.

**F. SUPERVISORY UNION EDUCATIONAL GOALS**

- Identify Supervisory Union educational goals and objectives and prepare plans to achieve those goals and objectives for adoption by the School Board.

**G. NORTH COUNTRY SCHOOLS/OENSU BUDGET**

**H. POLICY DEVELOPMENT**

- Develop common board policies that would be adopted by the Supervisory Union Board.
- Any policy specific to individual schools would be developed by local administrators and boards.

**I. PARENT/COMMUNITY REQUESTS/COMPLAINTS**

- Respond to parent/community requests/complaints.

**J. OTHER**

- School visits once a month.
- Serve on state/regional committees that would benefit the Supervisory Union.
- Long-term student disciplinary suspensions and/or expulsions.
- Carry out any other duties as prescribed by law.

**II. EXTRA CHARGE ITEMS**

**A. BOOKKEEPING SERVICES**

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Approved By Executive Committee on 11/19/98