

DUTIES OF THE SUPERINTENDENT OF SCHOOLS

REPORTS TO: A five member elected School Committee

SUPERVISES: All administrative, supervisory, instructional and support personnel of the school system

The Superintendent of Schools shall be the executive officer of the School Committee. He/she shall be responsible for all aspects of the administration of the school system exclusive of those duties delegated by the Education Reform Act to the School Committee. The Superintendent of Schools shall implement all policies established by the School Committee. He/she shall be responsible for the general efficiency of the school system, for the growth and development of the faculty and staff, and for the welfare of the students.

The Superintendent shall devote himself/herself to the improvement of the school system. He/she shall visit the schools as often as possible and shall keep informed of educational growth and change. He/she shall attend national, state and local professional meetings whenever possible. He/she shall organize and call such teachers meetings and institutes as he/she thinks necessary to improve the instruction and efficiency of the schools. Attendance of personnel shall be required at all such meetings.

Plans and procedures for the administration of the schools prepared by the Superintendent and approved by the Committee shall not be considered as legislative acts of the Committee, but as administrative procedure subject to modification at any time as needed.

RESPONSIBILITIES:

Primary Goals

To inspire, lead, guide, and direct every member of the administrative, supervisory, instructional, and support staff in setting and achieving the highest standards of excellence, so that the Duxbury Public Schools will provide each individual student with the opportunity to obtain an academically complete, a socially meaningful, and a personally rewarding education.

Further, to oversee and to administer the use of all school facilities, properties, and funds with a maximum of efficiency and with an ever-present awareness of, and concern for, their impact upon each individual student's education and their cost to the community.

Operational Objectives

The Superintendent of the Duxbury Public Schools will be an outstanding educator and will provide leadership according to the Performance Standards and expectations as established by the School Committee of the Duxbury Public Schools.

Refer to Policy CBI-E2 for Superintendent Evaluation.

Other Duties:

- The Superintendent will prepare reports for the Committee as requested by the Committee and/or required by the federal/state agencies.
- Discharge other duties and responsibilities that will assist the School Committee in fulfilling its statutory and educational obligations.