

NANTUCKET PUBLIC SCHOOLS

Job Description

TITLE: Superintendent of Schools

REPORTS TO: School Committee

TERMS OF EMPLOYMENT: 260 days

JOB SUMMARY: To serve as the educational leader and chief executive of the district and, as such, to be responsible for establishing a climate conducive to learning, promoting the educational development of each student and the professional growth of the staff, operation of the school facilities, and establishment of effective community relations.

QUALIFICATIONS./SKILLS:

1. Certificate of Advanced Graduate Studies or Doctorate, with an emphasis in educational administration
2. Licensed in Massachusetts as a School Superintendent
3. Minimum of 5 years experience as a school building administrator and 5 years at the Central Office level
4. Minimum of 5 years teaching experience
5. Thorough knowledge of curriculum, instruction, school operations, and pupil services
6. Demonstrated competence in staff selection, training, supervision and evaluation
7. Experience in preparing and managing the school district budget
8. Demonstrated problem-solving skills and demonstrated ability to act effectively under stress
9. Ability to motivate, encourage and work with staff to ensure outstanding performance
10. Excellent oral and written communication skills
11. Outstanding interpersonal skills
12. Ability to maintain confidentiality

DUTIES AND RESPONSIBILITIES:

I. Instructional Leadership

- A. Curriculum: Ensures that all instructional staff design effective and rigorous standards-based units of instruction consisting of well-structured lessons with measureable outcomes.
- B. Instruction: Ensures that practices in all settings reflect high expectations regarding content and quality of effort and work, engage all students, and are personalized to accommodate diverse learning styles, needs, interests, and levels of readiness.
- C. Assessment: Ensures that all principals and administrators facilitate practices that propel personnel to use a variety of formal and informal methods and assessments to measure student learning, growth, and understanding and make necessary adjustments to their practice when students are not learning.
- D. Evaluation: Ensures effective and timely supervision and evaluation of all staff in alignment with state regulations and contract provisions.
- E. Data-Informed Decision Making: Uses multiple sources of evidence related to student learning—including state, district, and school assessment results and growth data—to inform school and district goals and improve organizational performance, educator effectiveness, and student learning.

II. Management and Operations

- A. Environment: Develops and executes effective plans, procedures, routines, and operational systems to address a full range of safety, health, emotional, and social needs.
- B. Human Resources Management and Development: Implements a cohesive approach to recruiting, hiring, induction, development, and career growth that promotes high-quality and effective practice.
- C. Scheduling and Management Information Systems: Uses systems to ensure optimal use of data and time for teaching, learning, and collaboration, minimizing disruptions and distractions for school-level staff.
- D. Law, Ethics, and Policies: Understands and complies with state and federal laws and mandates, school committee policies, collective bargaining agreements, and ethical guidelines.
- E. Fiscal Systems: Develops a budget that supports the district's vision, mission, and goals; allocates and manages expenditures consistent with district- and school-level goals and available resources.

III. Family and Community Engagement

- A. Engagement: Actively ensures that all families are welcome members of the classroom and school community and can contribute to the effectiveness of the classroom, school, district, and community.
- B. Sharing Responsibility: Continuously collaborates with families and community stakeholders to support student learning and development at home, school, and in the community.
- C. Communication: Engages in regular, two-way, culturally proficient communication with families and community stakeholders about student learning and performance.
- D. Family Concerns: Addresses family and community concerns in an equitable, effective, and efficient manner.

IV. Professional Culture

- A. Commitment to High Standards: Fosters a shared commitment to high standards of service, teaching, and learning with high expectations for achievement for all.
- B. Cultural Proficiency: Ensures that policies and practices enable staff members and students to interact effectively in a culturally diverse environment in which students' backgrounds, identities, strengths, and challenges are respected.
- C. Communication: Demonstrates strong interpersonal, written, and verbal communication skills.
- D. Continuous Learning: Develops and nurtures a culture in which staff members are reflective about their practice and use student data, current research, best practices, and theory to continuously adapt practice and achieve improved results. Models these behaviors in his or her own practice.
- E. Shared Vision: Successfully and continuously engages all stakeholders in the creation of a shared educational vision in which every student is prepared to succeed in postsecondary education and become a responsible citizen and global contributor.
- F. Managing Conflict: Employs strategies for responding to disagreement and dissent, constructively resolving conflict and building consensus throughout a district or school community.

EVALUATION: Performance of this job will be evaluated annually by the Nantucket School Committee.