

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Administration

2131

Superintendent Job Description

Title: Superintendent of Schools

Responsible to: Board of Education

The Superintendent of Schools is the Chief Executive Officer of the Board of Education and is responsible to the Board for the most effective and efficient operation possible within resources allocated.

Performance Responsibilities

General

1. Supervises, either directly or through delegation, all activities of the school system according to the policies of the Board.
2. Interprets and clarifies the purposes and needs of the school system to Board, staff, and public.
3. Coordinates the total educational program and provides leadership in its development and improvement.
4. Represents the district in its dealings with other school systems, institutions and agencies, community organizations, and the general public.
5. Reports to the Board matters material to the understanding and proper management of the schools.
6. Employs personnel as may be necessary within the limits of budgetary provisions. No position may be filled unless the Board has previously approved a position description for that position. Periodically provides the Board of Education with lists of appointees, such lists to become a part of official Board of Education minutes. Administrative and supervisory personnel are subject to the approval of the Board.
7. Makes all administrative decisions within the school system necessary to the proper function of the school district.
8. Administers the appropriate implementation of all constitutional or statutory laws, state and charter regulations, and Board policies.

Superintendent Job Description**General** (continued)

9. Exercises power to make regulations and gives such instructions to school employees and students as may be necessary to implement Board policy.
10. Acts at own discretion if action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy in order to provide guidance in the future.
11. Delegates at own discretion to other employees of the Board the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the Superintendent of final responsibility for the action taken under such delegation.
12. Assumes responsibility for the effective and efficient operation of the schools, and the various specialized areas of administration including pupil services, business management, plant management, transportation, and research.
13. Initiates and guides the development of policies for Board consideration, and develops such administrative regulations and procedures as may be necessary to implement Board policies.
14. Performs annual performance evaluation on immediate subordinates.
15. Shall have the authority to close the schools temporarily, whenever conditions, in his judgment, are such as to endanger the health and well-being of students.
16. In cooperation with the Chairperson of the Board and Executive Committee, prepares the agenda for meetings of the Board of Education.
17. Attends and participates in all regular and special meetings of the Board.
18. Performs such other tasks as may from time to time be assigned by the Board.

Noninstructional

1. Assumes responsibility for the overall financial planning of the district for the preparation of the annual budget and submits it to the Board for review and approval.
2. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget. Shall approve for correctness bills, accounts, and payrolls for all employees.
3. Guides the process of fiscal planning and budgetary development and interpretation.

Superintendent Job Description**Noninstructional** (continued)

4. Files, or causes to be filed, all reports required by the state and the Enfield Board of Education.
5. Acts as purchasing agent for the Board, and establishes procedures for the purchase of books, materials, and supplies.
6. Maintains adequate records for the schools, including a system of financial accounts; business and property records; and personnel, school population, and scholastic records. Acts as custodian of such records and of all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.

Instructional

1. Defines educational needs and formulates policies and plans for recommendation to the Board.
2. Formulates school objectives, policies, plans, and programs; and prepares (or causes to be prepared) and presents facts and explanations necessary to assist the Board in its duty of legislation for the schools.
3. Recommends the establishment or alteration of attendance boundaries for all schools in the interest of good administration of the instructional program and approves the special transfer of students from one neighboring district to another only when, in the Superintendents opinion, conditions in each case warrant such action.
4. Represents the schools before the public, and maintains, through cooperative leadership, both within and without the schools, such a program of publicity and public relations as may keep the public informed as to the activities, needs, and successes of the schools.
5. Maintains directly or through delegation such personnel records, pupil accounting records, business records, and other records, which are required by law and by Board policy.
6. Keeps abreast of latest educational trends by the most effective means.
7. Studies and revises, together with the staff, all curriculum guides and courses of study, on a continuing basis.
8. Authorizes field trips of an educational nature.

Office Hours

The Superintendent shall keep regular office hours in the space provided by the Board of Education, with other accommodations by arranged appointment.

Superintendent Job Description**Reports on Performance of Teachers**

She/he shall report to the Board of Education the failure of any teacher or other employee to do satisfactory work, to comply with the rules of the Board or to follow out his/her directions. She/he shall require each Principal to report to him or the Assistant Superintendents, once each semester, on the probationary teachers. In cases where unsatisfactory progress is evident or some difficulty is foreseen, a conference will be arranged to include the Principal, Superintendent, and/or Assistant Superintendent. Before the re-election of a probationary teacher in February of each school year, the Superintendent of Schools shall submit a Teacher's Evaluation Record from the Principal of the school concerned along with the Superintendent's own recommendation concerning such re-election. Upon request of the Superintendent of Schools, Principals shall also submit a Teacher's Evaluation Record on any teacher already on tenure.

Policy Adopted: May 22, 2018