

# Wachusett Regional School District

## **EXECUTIVE STAFF**

### **JOB DESCRIPTION**

#### **TITLE:**

Superintendent of Schools

#### **QUALIFICATIONS:**

Certified as Superintendent of Schools in Massachusetts. Such other qualifications of academic, professional and personal excellence as the School Committee may specify.

#### **REPORTS TO:**

Wachusett Regional School Committee

#### **JOB RESPONSIBILITIES:**

The Superintendent of Schools shall manage the system in a fashion consistent with State law and the policy determinations of the School Committee. The Superintendent shall function with responsibility in the eight areas as defined below, along with the roles therein:

1. *School Committee Operations*
  - a. Recommends and implements District Goals.
  - b. Recommends and advises on policy issues.
  - c. Provides agendas and reports to School Committee.
  - d. Provides information sufficient to evaluate the Superintendent.
  - e. Monitors and reports on school district performance.
  - f. Assists Chairperson in fulfilling Committee responsibilities.
  
2. *District Management*
  - a. Disseminates information to the School Committee and interested parties in the community.
  - b. Implements management staff training
  - c. Directs organization and assignment of all staff.

- d. Develops and implements appraisal of performance of all staff.
- e. Assesses programs.
- f. Provides regular written reports to School Committee.

3. *Educational Programs*

- a. Directs compliance with all laws.
- b. Advises the School Committee on community needs and aspirations.
- c. Initiates appropriate research as needed to determine function.
- d. Delegates and oversees curriculum planning and implementation.
- e. Develops and recommends program standards for evaluation,
- f. Delegates and oversees the coordination of articulation between grade levels and departments.
- g. Delegates and oversees the basic skills development of students.
- h. Implements appropriate educational and speech programs.

4. *Budget/Finance*

- a. Serves as the District's Chief Procurement Officer.
- b. Delegates the budget creating and reporting functions.
- c. Oversees the development of strategies for revenue enhancement.
- d. Oversees the development and recommendation of the budget to the School Committee.
- e. Directs the establishment of accounting control procedures.
- f. Delegates purchasing authority.
- g. Formulates long-range forecasting

5. *Personnel Management*

- a. Oversees the development of job descriptions.
- b. Delegates and oversees open and fair recruitment selection providing opportunity for input from staff and community.
- c. Delegates and oversees a training program for all staff.
- d. Recommends compensation for all staff.
- e. Implements an evaluation system and records maintenance system for all employees.
- f. Recommends and advises the School Committee on all matters related to collective bargaining.
- g. Oversees the implementation of all employee contracts.

6. Pupil Services

- a. Delegates and oversees the areas of guidance and counseling; psychological, social and health services; student records; and student discipline code.

7. Support Operations

- a. Recommends facility plans and development approaches.
- b. Delegates and oversees the areas of plant operations; buildings and ground maintenance; transportation; food services; and office management.

8. Communications/Public Relations

- a. Analyzes and advises the School Committee on matters related to community attitude and opinion.
- b. Directs and manages public information.
- c. Develops and implements comprehensive staff communication.
- d. Establishes methods to keep the public informed of the problems and needs of the District.

The Superintendent shall perform other related job tasks as assigned by the School Committee and as required by the laws and regulations of the Commonwealth of Massachusetts.

**EVALUATES:**

Directors  
Principals  
Office Staff - Office of the Superintendent

Updated: 02/13/95

Updated: 08/12/05

Updated: 11/28/05

Adopted by Wachusett Regional School Committee August 12, 2005 as part of the *Employment Contract between the Wachusett Regional School District and Dr. Thomas Pandiscio, Superintendent of Schools*. Revised by School Committee vote on November 28, 2005.