

**WASHINGTON WEST SUPERVISORY UNION
SUPERINTENDENT OF SCHOOLS
JOB DESCRIPTION**

TITLE: Superintendent of Schools

REPORTS TO: The Superintendent of Schools of the Washington West Supervisory Union (WWSU) is the chief executive officer of the Washington West Board of School Directors and all member school districts. The Superintendent reports to the Washington West Supervisory Union Board and Executive Committee, and the Commissioner of the Department of Education as required by law.

QUALIFICATIONS:

- Certified as a Superintendent of Schools in the State of Vermont.
- Seven years education management experience or equivalent required.
- Such additional qualifications as the Washington West Supervisory Union Board may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES:

Performs as educational and team leader for Washington West Supervisory Union (WWSU).

- Crystallizes and assists in the implementation of WWSU vision and mission with each member board to achieve highest standards of excellence in education; directs WWSU strategic planning.
- Works as team leader with building administrators facilitating coordination of supervisory union and all district boards.
- Maintains liaison with legislators and advocates on behalf of WWSU, district boards, and students; informs all boards about state and federal law as well as trends in education.
- Uses data to oversee coordination and evaluation of instructional programs to improve achievement results and provide consistency throughout the supervisory union.
- Collaborates with WWSU Board/Executive Committee in preparation of long and short-term operational and instructional goals for the supervisory union and Central Office, including utilization of technology; communicates these goals to all personnel within the supervisory union and translates them into action.

Serves as chief executive officer for WWSU and each local school board.

- Informs the district boards, WWSU board/executive committee, and the public about, and oversees, the issues, needs and operation of the school systems and supervisory union (including those detailed in Vermont Statutes, Title 16, Sections 242 and 261a), delegating responsibility to building administrators as appropriate.
- Serves as effective channel of communication between State Department of Education, boards and building administrators, and furnishes the State with data and information as required.
- Coordinates policy development and implementation throughout WWSU.

Responsible for staff personnel management.

- Supervises Building Administrators; evaluates and sets goals with building administrators, including district boards in the process.
- Supervises and evaluates central office staff, including delegated functions such as,
 - implementation of standards based curriculum;
 - assessment of instructional programs;
 - supervision of student support services;
 - monitoring of the pupil transportation system;
 - fiscal management, and;
 - staff development programs.
- Facilitates communications among building administrators and institutes schedule of regular meetings.
- Recommends adoption and revision of job descriptions, and,
 - organizes recruitment of qualified WWSU Central Office personnel;
 - assists in the recruitment of qualified school personnel, including building administrators.
- Provides for recommendations to all boards regarding employment or dismissal of personnel.
- Provides guidance to building administrators on personnel issues and contract interpretations; hears grievances as required.
- Develops and oversees a program of personnel administration that promotes common practices across the supervisory union.

Oversees Business, Fiscal and Facilities Management.

- Provides overall financial supervision and reporting of financial transactions for WWSU, including periodic financial statements and statistical reporting.
- Assists building administrators in budget preparation and projections.
- Provides central office support for facilities construction initiatives.
- Establishes programs that increase efficiency of service delivery to member district schools.

Exhibits Effective Management Skills.

- Works well with diverse constituencies.
- Demonstrates ability to mediate and resolve disputes in an equitable manner.
- Communicates effectively orally and in writing.
- Provides leadership in stressful situations.
- Listens and accepts constructive criticism.
- Performs as a team player.
- Demonstrates ability to find creative solutions.
- Is readily available to staff and board members when needed.
- Promotes environment of mutual respect through all levels of the SU.

Approved June 2003