*The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.*

**JOB DESCRIPTION**

**Position:** Superintendent



**Reports to:** Board Member

**Employment Status:** Regular/Full-time

**FLSA Status:** Exempt

**Description:** Act as the Chief Administrative Officer of the district, administering policies and laws; responsible for all facilities; act as chief procurement and budgetary officer.

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

* Ensure safety of students
* Make recommendations for appointment, promotion, demotion and discharge of all school personnel
* Implement the Vernon Public Schools Board of Education and administrative policies, rules, regulations and directives
* Direct staff negotiations
* Prepare with assistance of the Director of Business and Finance and other staff members, an annual budget for the Board to consider and approve
* Recommend courses of study curriculum guides, text changes and time schedules to the Board
* Propose new policies to the Board
* Evaluate the school district’s progress and needs continuously
* Conduct regular district administrative meetings
* Attend conferences, workshops, and meetings on a local, state and national level
* Evaluate and supervise administrative staff to include approval of vacation leave
* Delegate duties as appropriate to administrative staff members
* Make improvement and/or construction recommendations as needed
* Serve as a Board liaison between the school district and the community
* Keep Board informed of local, state and national issues affecting the education of Vernon educators and learners
* Take immediate action in cases of calamity, acts of nature or other emergencies
* Supervise the purchase and distribution of textbooks, workbooks, and other educational supplies and materials
* Attend Board meetings and inform the Board of the schools’ conditions under his/her supervision
* Direct the administrative staff to establish and change, as needed, the school attendance boundary areas
* Direct, assign, and assist educational employees in the performance of their duties
* Classify, assign and control pupil promotion
* Direct the professional staff’s curriculum evaluation; recommend necessary curriculum revisions to the Board for approval
* Act as Chief Operating Officer for all personnel, student services, curriculum, finance and business matters
* Define process for gathering, analyzing, and using data for informed decision making
* Provide advice and counsel to the Board
* Consult with the Board to clarify policy issues
* Maintain the strictest confidence concerning personnel, students and operational concerns of the district
* Interact in a positive manner with staff, students, and parents
* Promote good public relations by personal appearance, attitude, and conversation
* Report all cases of suspected child abuse to appropriate school personnel and proper government authority
* Acquaint the public with activities and needs of the schools
* Act as public relations agent for the District

**Other Duties and Responsibilities:**

* Serve as a role model for students and staff
* Supervise methods of teaching, supervision, and administration
* Respond to routine questions and requests with tact and diplomacy in a timely manner
* Perform other duties as assigned by the Board of Education
* Advocate for student and school district while promoting the benefits of public education
* Represent the district in meetings with other school systems, institutions, agencies, community organizations and the general public

**Qualifications/Certificates:**

* Connecticut Department of Education Superintendent of Schools Certificate
* Master’s Degree Education – Required Ph.D. Educational Leadership – Preferred
* 15 years administrative experience

**Required Knowledge, Skills, and Abilities:**

* Ability to communicate ideas and directives clearly and effectively, both orally and in writing
* Effective, active listening skills
* Ability to work effectively with others
* Organizational and problem solving skills
* Excellent public relations skills

**Additional Working Conditions:**

* Interaction among children
* Operation of a vehicle in inclement weather conditions, i.e. being prepared to come to work on school days except calamity days
* Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
* Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms
* Frequent interruption of duties by staff, students, visitors and/or telephone
* Occasional requirement to travel, both daily and overnight
* Occasional need to work overtime, evenings and/or weekends
* Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 20 pounds

**Equipment Operated:**

Computer/Laptop Printer Scanner

**Required Testing Continuing Educ./Training Clearances**

None Fingerprint/Background

**Evaluation**:

Performance will be evaluated annually in accordance with the provisions set by the Vernon Board of Education

My signature below represents that I have reviewed the contents of my job description and that I understand the requirements of my position.

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Signature Date