



DRAFT 03/09/2017

SCHOOL SUPERINTENDENT

The School Committee shall employ a Superintendent of Schools. The administration and supervision of the school system shall be delegated by the School Committee to the Superintendent in accord with policies adopted by the Committee and laws of the Commonwealth.

The Superintendent shall:

1. be responsible for the administration of the Lincoln Public Schools and strive to provide excellence in education;
2. act as professional adviser to the Committee on all matters;
3. recommend appropriate policies for consideration by the Committee;
4. implement and execute all policies adopted by the School committee;
5. keep the Committee fully informed about the School District, and exercise sound judgment in nominating personnel or recommending expenditures;
6. ensure that all School District employees conform to the policies adopted by the Committee; and
7. conform to all relevant laws and regulations regarding public education in the District.

The Superintendent, in administering School Committee policies, shall be guided by the knowledge that the School Committee values the fullest possible interchange of ideas as pre-eminently desirable in the several schools. Nothing as provided herein shall be interpreted as intended to interrupt the free and open flow of ideas and assistance among personnel at all levels.

In the development of rules, regulations, and arrangements for the operation of the school system, the Superintendent shall include at the planning stage, whenever feasible, those employees who will be affected by the provisions.

The Superintendent shall evolve, with professional and non-professional employees, channels for the ready inter-communication of ideas and feelings regarding the operation of the schools. The Superintendent shall weigh with care the counsel given by employees, and shall inform the School Committee of all such counsel in presenting reports of administrative action or in presenting recommendations to the School Committee for needed policy.

The Superintendent shall ensure that suitable instructional material and activities are selected by the professional staff. The Superintendent shall ensure that the knowledge and resources of teachers, parents, administrators and consultants are used through curriculum committee meetings.

The Superintendent shall arrange for curricula documents or other manuals for the use of teachers in all curriculum areas. The Superintendent shall devise methods to ensure that the scope and sequence of the curriculum are carried out effectively and with consistency among the schools.

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Lincoln Public Schools
Lincoln, MA 01773

Source: MASC: File CB – School Superintendent

Adopted at the School Committee Meeting of September 28, 1981

Reaffirmed at School Committee Meeting of December 17, 1984

Revised at School Committee Meeting of

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File: CB - SCHOOL SUPERINTENDENT

The Committee shall employ a Superintendent of Schools and fix his/her compensation. The Superintendent shall act in accordance with Mass. General Laws and shall perform such other duties consistent with this section as the Committee may determine. He/she shall also prepare such reports as may be required by the State Dept. of Elementary and Secondary Education and shall submit materials for the Committee's annual report to the (Mayor) Selectmen in sufficient time for printing in the annual report.

SOURCE: MASC July 2016

LEGAL REFS: M.G.L. [71:59](#), [72:3](#)



Lincoln Public Schools
Lincoln, MA 01773

SCHOOL SUPERINTENDENT

The Superintendent is executive officer of the School Committee. The administration and supervision of the school system shall be delegated by the School Committee to the Superintendent in accord with policies adopted by the Committee and laws of the Commonwealth.

As the executive officer of the School Committee, the Superintendent shall:

1. Be responsible for the administration of the Lincoln Public Schools and strive to provide excellence in education;
2. Act as professional adviser to the Committee on all matters;
3. Recommend appropriate policies for consideration by the Committee;
4. Implement and execute all policies adopted by the School committee;
5. Keep the Committee fully informed about the School District, and exercise sound judgment in nominating personnel or recommending expenditures;
6. Insure that all School District employees conform to the policies adopted by the Committee;
7. Conform to all relevant laws and regulations regarding public education in the District.

The Superintendent, in administering School Committee policies, shall be guided by the knowledge that the School Committee values the fullest possible interchange of ideas as pre-eminently desirable in the several schools. Nothing as provided herein shall be interpreted as intended to interrupt the free and open flow of ideas and assistance among personnel at all levels.

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The Superintendent shall evolve, with professional and non-professional employees, channels for the ready inter-communication of ideas and feelings regarding the operation of the schools. S/he shall weigh with care the counsel given by employees, and shall inform the School Committee of all such counsel in presenting reports of administrative action or in presenting recommendations to the School Committee for needed policy.

The Superintendent shall insure that suitable instructional material and activities are selected by the professional staff. S/he shall insure that the knowledge and resources of teachers, parents, administrators and consultants are used through curriculum committee meetings, seminars, workshops and university courses.

The Superintendent shall arrange for written curricula documents or other manuals for the use of teachers in all curriculum areas. S/he shall devise methods to insure that the scope and sequence of these manuals are carried out effectively and with consistency among the schools.

Adopted at the School Committee Meeting of September 28, 1981
Reaffirmed at School Committee Meeting of December 17, 1984