
POSITION DESCRIPTION

Position: SUPERINTENDENT OF SCHOOLS

Role: The Superintendent is the executive officer of the Lincoln School System. It is the Superintendent's duty to carry out the policies established by the School Committee, to make recommendations to the Committee on administrative matters, to initiate changes in policy when the need arises and to provide educational leadership to the schools.

Legal Reference: Ch. 71, Sec. 41 & 59

Reports to: The Superintendent reports to the Lincoln School Committee.

Supervises: The Superintendent directly supervises the building Principals, Director of Pupil Services, METCO Coordinator, Director of Plant Operation and Maintenance and the Business Manager.

Minimum Acceptable
Qualifications

1. A bachelor's degree from an accredited college or university.
2. Experience as a teacher in an elementary or secondary school.
3. Administrative experience in either a school, or school system, a business enterprise or government agency.
4. A willingness and ability to satisfy Massachusetts certification requirements for superintendents within two years.

Other Desired
Qualifications

1. Belief in high academic standards, understanding of varied means of promoting academic excellence in public elementary school education and the ability and desire to ensure that children receive a solid and academically rigorous education, suited to their abilities.
2. An ability to work effectively with diverse groups – faculty, administration, children, committee members, parents, taxpayers, etc.
3. An ability to respond appropriately to criticism, to articulate the policies and practices of the schools and to respond to current problems, desires, for change and fiscal constraints.
4. An ability to administer a labor contract fairly and with precision.

- Duties:
1. Meet with the School Committee as their chief executive officer.
 2. Prepare and recommend new and/or revised policies for Committee action.
 3. Coordinate the preparation of the annual budget.
 4. Nominate all personnel to be employed by the School Committee and the final evaluation of all personnel employed. Recruitment of all administrative personnel.
 5. Direct and supervise the work of all employees of the District.
 6. Insure that suitable instructional material and activities are selected by the professional staff.
 7. Arrange for written curricula documents or other manuals for the use of teachers in all curriculum areas.
 8. Devise methods to insure that the scope and sequence of these manuals are carried out effectively and with consistency among the schools.
 9. Implement and interpret State Laws and Board policies with respect to pupils, staff and community.
 10. Establish and maintain effective school-community interaction programs, including publications and news releases.
 11. Conduct long-range planning for school district organization and school housing, including coordination with other community agencies and ad hoc committees.
 12. Prepare annual and special reports to the Committee and community.

The Superintendent shall have all powers necessary to make such direction effective. While the Superintendent has ultimate responsibility, he or she may delegate powers and duties to other personnel.

Adopted at School Committee Meeting of September 28, 1981
Reaffirmed at School Committee Meeting of January 7, 1985