

# MASON SCHOOL DISTRICT

**CLASS TITLE:** SAU #89 SUPERINTENDENT

**REPORTS TO:** Mason School District School Board

**SUPERVISES:** Principal, Business Manager, Special Education Administrator

**BASIC FUNCTION:**

Under the direction of the School Board, the Superintendent will be responsible for all students and operations of the Mason School District.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- The superintendent shall:
  - Serve as the Chief Executive Officer of the Mason School District within the school administrative unit (SAU 89);
  - Represents the will, goals and objectives of the School Board;
  - Be responsible for the overall administrative and leadership services of the SAU; and
  - Perform the duties specified in the section.
  
- The superintendent shall be responsible for planning and managing the administrative and leadership services of the Mason School District within the school administrative unit subject to statutory requirements, these rules, and the policies of the local districts
  
- The administrative and leadership services shall be defined and directed by the Mason School Board.
  
- Such local district services shall include but not be limited to the following areas:
  - Personnel;
  - Finance;
  - Communication/community relations;
  - Student service;
  - Maintenance/capital improvement;
  - Curriculum;
  - Instruction;
  - Assessment;
  - Short and long range planning;
  - Governance for student achievement;
  - Policy research;
  - Implementation, and review; and
  - Overall leadership on educational issues.
  
- The superintendent shall develop and maintain a system of public schools, staffed by certified educators, qualified professionals, and persons providing support services, subject to statutory requirements, these rules, and the policies of the Mason School District.
  
- The superintendent shall provide, develop and implement procedures to achieve educational objectives within the Mason School District and SAU 89.

- The superintendent shall be directly responsible to the Mason School District and SAU 89.
- The superintendent, in consultation with the school board, may nominate one or more assistants, including assistant superintendents, and business administrators. The superintendent may assign duties for the efficient management of the school administrative unit.
- Ed 302.02 Substantive Duties . The superintendent shall in addition to those duties outlined in Ed 302.01:
  - Nominate all certified staff and other employees in accordance with state law, the rules of the state board and school board policies;
  - Direct and supervise the work of all employees of the Mason School District within the school administrative unit and shall have all powers necessary to make such direction effective, as outlined in RSA 194-C:4. While the superintendent has ultimate responsibility, he/she may delegate powers and duties to other personnel.
  - Be responsible for the selection and purchase of textbooks and all other supplemental materials and supplies in accordance with the policies of the school board and the state board and see that the same are distributed to the school, accurately accounted for and economically used;
  - Be responsible for developing and recommending to the school board the annual budget for the support of the educational program and for the operation and maintenance of schools within the Mason School District and the school administrative unit in accordance with school board policy;
  - Be responsible for developing and maintaining an accounting system and financial reporting procedures for all funds in accordance with local school board policy, and local and state laws;
  - Be responsible for the development of an educational plan including curriculum, instruction, and assessment programs for the district and for recommending a program of studies suitable to the needs of the pupils and the community in accordance with local school board policies, state statutes and state board rules;
  - Remove a teacher or other employee of the district in accordance with RSA 189:31;
  - Recommend the dismissal of certified staff to the board, which has the authority to dismiss in accordance with RSA 189:13;
- Provide for temporary staff to fill vacancies and provide supplies immediately needed for the operation of the schools;
- Be responsible for maintaining records and filing reports as required by the state board of education and the local school boards;
- Admit pupils to the resident school district in accordance with the laws of the state and the rules of the state board and policies of the local board;
- Direct pupils to assigned classes and grades, consistent with local school board policies;
- Maintain a safe environment for pupils free of hazardous conditions;
- Be responsible for the evaluation of personnel and programs in accordance with local school board policies;
- Be responsible for implementation of state board rules, which apply in the area of the superintendents jurisdiction;

- Be responsible for developing and recommending to the school board within the school administrative unit an annual maintenance program and long-term capital improvement plan;
- Be responsible for the implementation and recommendation to the school boards within the school administrative unit a community relations and communications program; and
- Be responsible for the implementation and review of school district policies.

**OTHER DUTIES:**

- Complete other tasks as required.
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Meaningful educational assessment tools and process
- Varied learning styles and ability to recognize and adjust programming accordingly
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.

**ABILITY TO:**

- Strong communication and management skills
- Interpret assessment goals, recommend and implement any necessary corrective or substantive changes to the curriculum or to the programming structure
- Communicate effectively, both written and oral
- Manage time and tasks effectively and efficiently
- Think creatively & understand various cultures & beliefs
- Maintain good relations with the community
- Collaborative with wide range of persons with varied skill levels
- Ability to organizationally structure and lead the school
- Work effectively with students, teachers, administrators, parents & community members
- Demonstrate interpersonal skills using tact, patience and courtesy

**EDUCATION AND EXPERIENCE:**

- Masters degree or Higher in Education from an accredited institution
- Experience as district level superintendent or principal
- Superintendent Certified or Certifiable by the New Hampshire State Department of Education.
- Strong budget, facility and property management experience
- Track record of implementing meaningful curriculum reform and benchmarking increased student performance and learning outcomes

**WORKING CONDITIONS:**

**SCHEDULE:**

Part-time on site, on average 2.5 days per week

Attend Board Meetings, Committee Meetings and other School Activities as required

Accessible during non-operating times for emergencies

Minimal Travel required, must have a car and valid NH driver's license

**ENVIRONMENT:**

Office environment

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person and on the telephone.  
Sitting or standing for extended periods of time.  
Seeing to read a variety of materials.  
Bending at the waist, kneeling or crouching to file materials.

*The Mason School District does not discriminate with regard to height, weight, gender, sexual orientation, race, religion, skin color, hair color, national, state or city of origin, ancestry/ethnicity or lack thereof, marital or parental status, political affiliation, age, physical or mental disability, or any other unlawful consideration perceived or real.*

*Administration –Superintendent  
Adopted by Mason School Board 12 APR 2010  
Revised Mason School Board Not Applicable*