HERMON SCHOOL DEPARTMENT  
Home of the Hawks

The Hermon School Department is seeking an energetic and enthusiastic superintendent to assume leadership of its three schools as of July 1, 2020, or as negotiated.

Located in Penobscot County, Hermon is a growing community west of Bangor.

The successful candidate must be committed to student success, high academic standards and knowledgeable in proficiency-based education.

Candidates must have demonstrated experience as a strong organizational, instructional, and fiscal leader who is able to provide vision. Inspiration, and commitment focused on providing students with quality education in wholesome environments. It is expected that the candidates will also demonstrate experience relevant to supporting the Hermon’s mission of partnering with families and the community to inspire and empower all learners with the knowledge, skills, and experience essential for success in college, career and community.

QUALIFICATIONS:

- Maine state Superintendent certification (010) or eligible for certification required
- Excellent educational leadership skills
- Demonstrated leadership experience with budget, finance, and human resources
- Experience with PreK-Grade 12 curriculum and programming
- Experience with the development and execution of short and long-term maintenance plans for school buildings and grounds preferred
- Experience with specialized programs (Special Education, G&T, dual enrollment, etc.)
- Exceptional interpersonal and communication skills

TO APPLY, CONTACT:
Hermon Superintendent Search  
c/o Maine School Management Association  
49 Community Drive  
Augusta, ME 04330  
PH: (207) 622-3473  
Email: msma@msmaweb.com

EOE

Application Deadline: February 24, 2020
Effective Date: July 1, 2020
Title: Superintendent of Schools

Qualifications:
1. Superintendent Certificate (010) Maine Department of Education
2. The superintendent shall have obtained appropriate educational background and shall have successfully demonstrated educational leadership through past work experience.

Reports To: School Committee

Supervises: Directly or indirectly every school system employee

Job Goal: To provide leadership in developing and maintaining the best possible educational programs and services

Performance Responsibilities:

1. Vision/Mission (Organizational Leadership)
   Articulates a shared vision to-all constituent groups and ensures that staff members are working in concert with the district's strategic plan. Demonstrates creativity and innovative thinking in an effort to achieve the district's long-range mission, vision, and beliefs. Takes calculated risks to achieve goals and improve student learning.

2. Educational Leadership (Instructional Leadership)
   Works effectively with the district's leadership team and staff offering support and guidance as each school and/or program area works collaboratively toward the accomplishment of the district's mission, vision, and beliefs. Provides leadership in the creation, implementation, and evaluation of a PK-12 coordinated curriculum. Makes every effort to ensure staff involvement in this process. Encourages and provides opportunities for administrators and staff to review current research, collaborate on educational issues and eventually take calculated risks that will lead to an improved system of education and increased student achievement.

3. Climate/Culture/Attitude (Organizational Leadership)
   Maintains a high level of visibility within the schools and at school and community events. Demonstrates a positive attitude and serves as a role model in assisting to create a productive, dynamic, and professional learning environment. Fosters positive morale and team spirit. Recognizes, encourages, and celebrates excellence in staff and students.

4. Public Relations (Organizational Leadership)
   Communicates effectively with all stakeholders. Informs those who have a need to know of important issues the school system is undertaking and makes an effort to listen
and respond to staff and community concerns. Establishes procedures that support effective communication and improved public relations.

5. **Strategic/Long-term Planning (Instructional/Organizational Leadership)**
   Assumes the leadership role in communicating and setting the long-term direction for the school district and provides for a process for the implementation of long-range goals, objectives, and specific actions. Provides leadership in long-range school facility planning and instruction as well as school reform/restructuring. Develops and implements a long-range planning process that is collaborative and shared among staff members. Recognizes and celebrates incremental improvements as long-range planning initiatives are completed. Assumes leadership in the long-range facility planning and construction.

6. **People Management and Development (Managerial Leadership)**
   Assists in the development of procedures and systems in order to attract, retain, and develop the best possible staff. Oversees a professional development program that focuses on personal growth, instructional improvement, and student learning. Supervises, evaluates, and provides for professional growth activities for the District Leadership Team.

7. **Fiscal Accountability (Managerial Leadership)**
   Prepares the school system budget in a fiscally responsible manner; at the same time advocating for funds, which move the district toward the realization of its mission, vision, and beliefs. Involves members of the school community in developing budget priorities based on the mission and vision of the school system. Exercises creativity in allocating and finding new resources to support school programs.

8. **Relationship with School Board (Managerial/Organizational Leadership)**
   Maintains a positive relationship with School Committee members. Communicates issues of concern in a timely manner. Includes School Committee members in the overall implementation of the mission/vision of the school district. Allows for School Committee participation on committees dealing with school initiatives where appropriate. Provides feedback to the School Committee with regard to school district initiatives, programs, and long-range planning progress. Provides general school information to the School Committee and is accessible to School Board members.

9. **Personal Professional Growth**
   Takes responsibility for personal professional growth. Remains current with regard to educational research and is involved with a variety of professional organizations and activities. Attends conferences and workshops that will provide for growth in personal leadership skills and self-improvement. Is committed to continuous improvement and life-long learning.

10. **Professional Goals**
    Makes significant progress toward the completion of Superintendent and Administrative goals as established on an annual basis.
11. Provides effective leadership in the day-to-day human interactions, communications, and performance of the responsibilities of the job. Demonstrates skill in the overall management and operation of the school system.

12. Is on-call 24 hours a day for emergency situations.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Terms of Employment: As specified by contract

Evaluation:
Performance of this job will be evaluated in accordance with this document

Approved by: Hermon School Committee Date: 03/04/2019

Reviewed and agreed to by: __________________________ Date: ______________