SCHOOL UNION 69 INVITES QUALIFIED CANDIDATES TO APPLY FOR THE FULL-TIME POSITION OF SUPERINTENDENT OF SCHOOLS

About the District
School Union 69 is comprised of the three small towns of Appleton, Hope and Lincolnville in beautiful Midcoast Maine. The Union provides services for three elementary schools: Appleton Village School, Hope Elementary School, and Lincolnville Central School. Children in grades 9-12 attend Camden Hills Regional High School in Camden, Maine. The current student population in School Union 69 is approximately 519.

TO APPLY, CONTACT:
Maine School Management Assoc.
School Union 69 Superintendent Search
49 Community Drive
Augusta, ME 04330

PH: (207) 622-3473
Email: msma@msmaweb.com

EOE

About the Position
Application Deadline: March 6, 2020
Effective Date: July 1, 2020

♦ Maine State Superintendent certification (010) required.
♦ Salary commensurate with qualifications and experience
♦ Competitive Benefits
JOB TITLE: SUPERINTENDENT OF SCHOOLS

QUALIFICATIONS: Superintendent Certification Maine Department of Education

REPORTS TO: Union 69 Joint School Committee, Appleton School Committee, Hope School Committee, and Lincolnville School Committee.

JOB GOAL: To provide leadership in developing, achieving and maintaining the best possible educational program and services.

SCHEDULE: Approved work schedule will consist of five days during the school year and four days during the summer.

SALARY/BENEFITS: Negotiable as provided in Superintendent’s contract.

PERFORMANCE RESPONSIBILITIES: The incumbent shall have obtained an appropriate educational background and shall have successfully demonstrated through experience competencies in the following areas:

RELATIONSHIP WITH SCHOOL COMMITTEES: A demonstrated ability to understand and serve in this multifaceted relationship with school committees as an educational leader, secretary, treasurer, and advisor; the understanding of the responsibilities of the Board; the ability to keep the Board well informed and to articulate clear, specific recommendations for action which are well documented.

1. Prepares agendas and takes minutes for all committee and sub-committee meetings.

2. Assists with planning of professional development for School Committee and staff by fostering an environment that promotes professional growth and staff development to recognize and capitalize on the strengths of staff members who are performing capably in the areas of program evaluation, development and implementation; encouragement of the use and development of other talents among staff members, when appropriate.

3. Attends all regular, special, and joint budget meetings of the Hope, Appleton, and Lincolnville School Committees. Additional will assist Committees during teacher negotiations.

4. Prepare the annual budgets for adoption by the Committees in conjunction with building administrators, book keeper and administers the budgets as enacted by the Committees, acting at all times in accordance with legal requirements and adopted Committee policies.

5. Makes recommendations to the Committee concerning the transportation of pupils in accordance with the law and the requirements of safety. Works with the Building Principals and contractors to recommend bus routes.

6. Advises the Committee on the need for new or revised policies and sees that all policies of the Committee are implemented.

7. Recommends to the Committee for its adoption all courses of study, curriculum guides, and major changes in texts. Works with Principals and staff on revisions of all curriculum guides and courses of study.
8. Completes reporting; Comprehensive Needs Assessment for the DOE and the Federally Required Civil Right Report.

**STAFF AND PERSONNEL RELATIONSHIPS:** A demonstrated ability to interpret school/school system needs and to perceive in candidates the potential for suitability, such that the best qualified and most competent teachers, administrators and support staff are recruited, nominated, assigned, and retained by good personnel management practices.

1. Oversees and evaluates the Principals, Central Office staff, and all other personnel as needed.
2. Recommends for appointment, election, or employment all employees except School Committee members, and assigns, transfers, and recommends for dismissal all employees except School Committee members. Assists Committees with teacher negotiations.
3. Observes all probationary teachers, teachers on Administrative Review, and reviews all evaluations submitted by Principals and Special Education Director.
4. Visits schools on a weekly basis, spending time in each classroom at least once per year.
5. Conducts meetings once each month with the administrative team for Professional Learning Groups and for Administrative meeting.
6. Participates in interviews of administration and teaching staff.
7. Prepares individual teacher contracts, salary update sheets, stipend contracts, and extra curricular contracts.
8. Writes letters of reference, as requested.
9. Participates on the re-certification committee for the Midcoastal region of administrators.

**BUSINESS AND FINANCE:** Demonstrates responsible stewardship of the school system's resources with a strong working knowledge of school finance; the knowledge of budgeting (development, acceptance, and implementation), funding and taxation, and the ability to oversee business and facilities management.

2. Prepares, or supervises, all reports required by the State and Federal Government for regular and special education.
3. Maintains directly or through delegation personnel records, secondary pupil accounting records, business records, and other records which are required by law and by Committee policy.
4. Prepares and presents with the building principals the annual budgets for adoption by the Committees in conjunction with building administrators and book keeper. Works with the School Committees and other groups to secure the adoption and implementation of the school budgets.
5. Conducts and attends meetings with Town Selectmen monthly as a partner in support of school and community relations.
6. Completes the application and performance report for ESEA funds and SRSA funds, in conjunction with building principals.
7. Evaluates financial needs and makes recommendations for adequate financing.
8. Attends Pupil Evaluation Team meetings involving major expenditures of funds.

9. Makes decisions and informs personnel and students regarding school dismissals or closure.

10. Makes recommendations with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings; and improvements; alterations, and changes in the buildings and equipment of the District.

PERSONAL QUALITIES AND LEADERSHIP: Demonstrated the ability to inspire, motivate, guide and direct every member of the administrative, instructional and support staff in setting and achieving the highest standards of educational excellence; the capacity to influence, enhance and sustain vision, direction and progress such that each individual student may be provided with a complete, valuable, meaningful and personally rewarding education.

1. Acts on own discretion if action is necessary in any matter not covered by Committee policies, reports such action to the committee as soon as practicable, and recommends policy to provide guidance in the future.

2. Serves as a resource for resolution of problems or conflicts that are referred to the Superintendent.

3. Promotes communication and building relationships with town officials and community.

4. Supervises and/or delegates the effective adherences to all constitutional or statutory laws.

5. Keeps informed of current educational thoughts and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the committee informed of trends in education with monthly educational reports.

6. Acts as liaison between the Five Town CSD, MSAD #28, and Union #69 on K-12 related issues. Demonstrates commitment to, and interest in young people through leadership and management skills.

OTHER

1. Performs other duties as directed by the School Committees.

EVALUATION

Performance of the position will be evaluated by the Joint School annually in December.