

**STOUGHTON PUBLIC SCHOOL SYSTEM
STOUGHTON, MASSACHUSETTS**

TITLE: Superintendent of Schools

APPROVED BY: School Committee, November 2003

QUALIFICATIONS: Certification as a Superintendent/Assistant Superintendent

Doctorate from an accredited college or university, with a concentration in administration, supervision and/or evaluation of educational programs preferred

A minimum of ten (10) years of successful experience in education with at least five (5) successful years experience as a principal, director of system-wide programs or as a central office administrator with direct staff responsibilities

Successful experience in school finance and managing budgets

Demonstrated leadership ability in working with students, staff, parents and the general public during his/her educational tenure

Demonstrated knowledge and expertise in the instructional and administrative applications of technology

Excellent interpersonal and public relations skills, highlighted by a visible and accessible presence

Such alternatives to the above qualifications as the School Committee may find appropriate and acceptable

REPORTS TO: School Committee

SALARY: Up to \$130,000; fringe benefits negotiable

SUPERVISES: Directly, or through the administrative staff, all employees of the school system

JOB GOAL: To provide leadership and direction for every member of the administrative, instructional, and support services team in setting and achieving the highest standards of excellence so that every student may realize his/her potential

To work collegially and collaboratively with all constituents, both inside and outside of the school system, to ensure the best possible education for each student

To oversee and administer the use of all district facilities, property, and funds with a maximum of efficiency and an awareness of the impact of these resources upon each student's education

PERFORMANCE RESPONSIBILITIES:

I. Business and Building Management

A. Primary Responsibilities

1. Attends all meetings of the School Committee, serving as its executive officer.
2. Sets appropriate financial priorities for the district's resources.
3. Maintains appropriate working relationships with the school committee, staff and community
4. Directs staff negotiations with professional and non-professional personnel.
5. Coordinates and oversees the processing and submission of required reports.
6. Implements all state and federal acts (e.g. Education Reform, I.D.E.A., N.C.L.B., etc.) for the Stoughton Public Schools.

B. Additional Responsibilities

1. Initiates and guides the development of policies for School Committee consideration and develops such administrative rules and procedures as may be necessary to implement School Committee policies.

2. Maintains adequate records for the schools, including a system of financial accounts; business and property records; personnel, school population and scholastic records. Acts as custodian of such records and of all contracts, securities, documents, title papers, books of records, and other papers belonging to the School Committee.

II. Curriculum and Program Development

A. Primary Responsibilities

1. Monitors, as chief school executive, the development, implementation and evaluation of all curriculum and instructional services to ensure their effectiveness.
2. Guides the process of fiscal planning, budgetary development and interpretation, including the preparation and presentation of the annual budget with recommendations to the School Committee.
3. Directs studies and planning related to school organization, attendance area boundaries, and school plant requirements.

B. Additional Responsibilities

1. Remains current in scientifically based research in education and informs the School Committee of new trends, successful practices and innovative programs.
2. Studies and revises, together with the staff, all curriculum guides and courses of study, on a continuing basis and recommends to the School Committee for its adoption all courses of study, curriculum guides, and major changes in texts/programs.

III. Staff Personnel Development

A. Primary Responsibilities

1. Develops, implements, and regularly evaluates the system's process for hiring, mentoring, and retaining highly qualified staff.
2. Provides positive reinforcement to staff members for their efforts and accomplishments.
3. Communicates regularly with the staff and maintains effective two-way communication, both oral and written.
4. Ensures the administration of personnel policies and programs.
5. Facilitates the supervision of all staff members and makes appropriate recommendations concerning staff members retention/discharge and transfers.
6. Oversees the planning and evaluation of the system's high quality staff development programs for professional and paraprofessional personnel.

B. Additional Responsibilities

Recommends the number and type of positions required to provide proper personnel for the operation of the instructional program and assumes the final responsibility for the selection, assignment, dismissal, and evaluation of all personnel.

IV. Student Development

A. Primary Responsibilities

1. Assumes ultimate responsibility for the assignment of students and the various specialized areas of administration including student services, business management, plant management, transportation, and research.
2. Works with professional staff in creating a safe and secure environment for students.

B. Additional Responsibilities

Develops regulations to implement pupil personnel services.

V. School and Community Relations

A. Primary Responsibilities

1. Articulates the school system's mission and educational programs and needs to the community.
2. Communicates effectively with school parents, community organizations, and news media.
3. Maintains an "open door" policy and is a visible and accessible presence in the schools and the community.
4. Works with professional staff in creating a safe and secure environment for students.
5. Develops a team concept using students, staff members, and parental input when addressing issues.

B. Additional Responsibilities

Represents the district in its deals with other school systems, institutions and agencies, community organizations, and the general public.

VI. General Responsibilities

Performs such other tasks and assumes such other responsibilities that may from time to time be assigned by the Superintendent.



STOUGHTON PUBLIC SCHOOLS

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SUPERINTENDENT OF SCHOOLS

August 7, 2012

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Public Records Request:

17 copies at .20 per copy	\$3.40
1 hour Secretary	<u>\$28.85</u>
	\$32.25