

POSITION: Superintendent of Schools

LOCATION: Bangor City Hall

QUALIFICATIONS:

1. Superintendent's Certificate for State of Maine.
2. Doctorate preferred.
3. Academic preparation should include administration, supervision, school finance, school law, and curriculum development.
4. 3-5 years of prior equivalent experience preferred.

REPORTS TO: Superintending School Committee.

WORK YEAR: Twelve-month position.

COMPENSATION: As provided in the Superintendent's individual employment contract.

JOB GOAL: The Superintendent shall be the Chief Executive Officer and Secretary for the Bangor School Committee. The Superintendent shall uphold the laws of the State and carry out the lawful directives of the Bangor School Committee as expressed through the written policies of the Committee and/or as recorded in the official minutes of the Committee subsequent to the Superintendent's employment.

PERFORMANCE RESPONSIBILITIES:

1. Attends and participates in all meetings of the School Committee and its committees, except when own employment or salary is under consideration.
2. Advises the School Committee on the need for new and/or revised policies and sees that all policies of the School Committee are implemented.
3. Issues such regulations and gives such instructions to school employees and students as may be necessary to implement Committee policy.
4. Acts at own discretion if action is necessary in any matter not covered by policy, reports such action to the Committee not later than the next regular meeting, and recommends appropriate policy in order to provide guidance in the future.
5. Directs the preparation of the annual budget for adoption by the School Committee, and administers the budget as enacted by the School Committee, acting at all times in accordance with legal requirements and adopted School Committee policies.
6. Prepares and submits to the School Committee recommendations relative to all matters requiring School Committee action, placing before the School Committee such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions.
7. Informs and advises the School Committee about the programs, practices, and problems of the schools, and keeps the School Committee informed of the activities operating under the School Committee's authority.
8. Secures and nominates for employment the best qualified and most competent teachers and supervisory and administrative personnel; defines the duties of all personnel consistent with the policies.
9. Assigns and transfers employees as the interests of the district may dictate, and reports such action to the School Committee for information and record.



10. Directs the preparation and implementation of an evaluation program for all school employees.
11. Recommends the establishment or alteration of attendance boundaries for all schools in the interest of better educational opportunities for the students involved and/or because of financial and demographic reasons.
12. Communicates directly with both community and staff by means of appropriate media.
13. Directs the activities leading to the development of the School Committee's Missions and Goals from which a firm sense of educational direction will develop for the Bangor School Department.
14. Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the School Committee informed of trends in education.
15. Recommends to the School Committee for its adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in schools.
16. Submits to the School Committee a clear and detailed explanation of any proposed procedure which would involve departure from established policy or expenditures substantively different than those budgeted.
17. Directs the efforts of appropriate staff in maintaining adequate records for the schools, including a system of financial accounts; business and property records; and 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.
18. Directs the preparation of recommendations to the School Committee concerning the transportation of pupils in accordance with the law and the requirements of safety.
19. Attends, or delegates a representative to attend, all meetings of municipal agencies at which important matters pertaining to the public schools appear on the agenda or are expected to be raised.
20. Plans and directs a program for recruitment, screening, hiring and assignment of the best qualified teachers and personnel.
21. Recommends the assignment, transfer, promotion, and dismissal of certified administrative and instructional personnel; assigns, transfers, promotes, and dismisses all other personnel consistent with School Committee policies.
22. Certifies classifications and salaries.
23. Maintains adequate records of personnel.
24. Administers practice teacher agreements between the Bangor School Department and participating colleges and universities, and sabbatical leave and leave of absence policies.
25. Confers with principals to determine needs for teachers of various classifications.
26. Certifies eligibility of employees for income protection, and other insurance benefits sponsored by the Bangor School Department.
27. Cooperates with college and university schools of education and with career guidance offices regarding applicants.
28. Administers all negotiated agreements.
29. Provides necessary research for successful wage and salary administration.
30. Provides necessary processing for issuance and renewal of state credentials.
31. Makes timely announcements of dates to be observed by applicants and employees to comply with state and department requirements.



32. Plans, develops, and revises personnel management policies in accordance with state legislation for submission to the Committee for adoption, and maintains personnel policy handbooks.
33. Responds to questionnaires, surveys, and correspondence from research or professional organizations requesting information on the department's personnel program, and to requests of personnel on matters not clearly covered by regulation, policy, or legislation.
34. Assumes administrative responsibility for routine duties of the personnel services office, including approving absence certificates for appropriate members of the staff.
35. Performs such other tasks as may from time to time be assigned by the School Committee.

VOTED: June 20, 1983

REVIEWED: September 12, 2018

