CB-E - MSAD #35 Superintendent of Schools Job Description

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Position Title: Superintendent of Schools

Reports To: Maine School Administrative District #35 Board of Directors

Prepared By: Maine School Administrative District #35 Board of Directors

Date Reviewed: January 5, 2026

Position Summary:

Supervises directly and indirectly all District Employees

Qualifications:

1. Minimum of five years experience in a Superintendent's position
2. Master's Degree or higher in education
3. Valid Superintendent Certification
4. Such alternatives to the above qualifications as the School Board may find appropriate and acceptable

"Salary commensurate with experience"

Duties and Responsibilities:

The responsibilities outlined below are representative and do not encompass or define all tasks that may be required by this position.

School Board Relations

1. Attends all Board meetings, prepares recommendations, prepares materials and reports on issues coming before the Board, informs the Board about school district operations including programs, practices, and issues of the schools, implements all policies or directives voted by the Board.
2. Manages enrollment, attendance and discipline policies of the schools and takes action as necessary to ensure equitable and consistent application.
3. Assures the provision of transportation of students consistent with Board policy and safety.
4. Acts on own discretion if action is necessary on any matter not covered by Board policy, reports such actions promptly to the Board and recommends policy to cover similar situations in the future.
5. Performs other tasks as may be arranged from time to time by the Board.
6. Maintains records as necessary for the operation of the school district consistent with State Regulation.

Instructional Leadership

7. Conducts a periodic audit of the school program and advises the Board on recommendations for the educational advancement of schools, initiates new programs, modifies existing programs, and discontinues programs as necessary within the staff limitation established by the Board.
8. Maintains the effectiveness of the instructional program, directs the supervision of instruction, supervises the coordination of District curriculum, and oversees staff development activities.
9. Identifies short and long-range needs within the school district, develops proposals to respond and identifies such issues for the Board.
10. Keeps informed of modern educational thought and practice through study, attendance at meetings, and conferences and participation in professional activities.

Personnel Management

11. Secures and nominates for Board approval the best qualified and most competent staff available, assigns the duties of personnel subject to Board approval, assumes final responsibility for the evaluation of all staff and dismisses staff for cause when necessary, administers personnel policies and procedures established by the Board.
12. Advises the Board of Directors on collective bargaining issues and practices, advises the Board on other issues relative to salaries and benefits, represents the Board or arranges representation in all disputes arising from labor relations or agreements.
13. Delegates to other employees of the Board the exercise of any power or the discharge of any duties with the knowledge that such delegation does not relieve the Superintendent of final responsibility for the action taken.

Fiscal Responsibilities

14. Prepares the annual operating budget recommendations and implements the Board approved budget; serves as the chief financial officer of the District, procures supplies, material and equipment as required by the budget, reports on the financial status of the District to the Board on a regular basis, invests funds of the District as practical, maintains an effective system of cost accounting.
15. Directs the utilization of facilities, manages the maintenance of buildings and grounds, plans and recommends to the Board projects necessary for continued maintenance, repair of or safety within the schools.

Community Relations

16. Represents the schools before the public and maintains, through cooperative leadership within and without the schools, a program to provide information about the successes, needs and activities of the schools.

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