

## **Administration**

### **Superintendent of Schools**

The East Hampton Board of Education will select and fix the term of office and salary of a Superintendent who serves as the Chief Executive Officer of the Board and has authority and responsibility for the supervision of the school system. As the Chief Executive Officer, the Superintendent shall have complete administrative oversight of the school system and shall be responsible for the efficient operation of the system in all its divisions.

The Superintendent has the general authority to act at his/her discretion upon all emergency matters. Full details of such action must be reported to the Board at the earliest possible time. (cf. 2210 - Administrative Leeway in Absence of Policy )

The Board shall provide a written contract of employment which includes salary, benefits and term of office of the Superintendent. S/he shall perform such other duties and exercise such other authority as may be required of or conferred upon him/her by law or by the Board.

Each year, the Board will evaluate the Superintendent in accordance with guidelines and criteria mutually determined and agreed upon by both the Board and the Superintendent.

### **Certification**

The requirements for certification will be those determined by the State Board of Education (Sec. 10-146-98 of the State Board of Education Regulations).

Legal Reference: Connecticut General Statutes

10-157 Superintendents

Policy adopted: September 23, 2002

EAST HAMPTON PUBLIC SCHOOLS  
East Hampton, Connecticut

## **Administration**

### **Superintendent of Schools**

#### **Performance Responsibilities**

##### **District Leadership**

The Superintendent shall:

- maintain a knowledge of current trends and developments in education by engaging in ongoing personal and professional development.
- exercise vision and provide leadership that appropriately involves parents, students and the community in the identification and accomplishment of the district's mission, goals and objectives.
- initiate, encourage and manage constructive change
- design, encourage and support collaborative planning and problem-solving strategies which capitalize on research findings to accomplish district's mission, goals and objectives.
- model behavior which is consistent with the district's shared values and beliefs.

##### **Program Development**

The Superintendent shall:

- oversee the development and coordination of curriculum research, development and evaluation procedures.
- oversee the monitoring and development of instructional practices.
- oversee the development and coordination of a systematic program for monitoring and reporting the progress of student achievement.
- oversee the coordination of all special services programs including special education and remedial services.

## **Administration**

### **Superintendent of Schools (continued)**

#### **Personnel Relations/Development**

The Superintendent shall:

- set high expectations and standards for all staff.
- design and implement staff recruitment, selection and assignment procedures which contribute to the accomplishment of the district's mission, goals and objectives.
- annually evaluate the performance of the building principals and central office administrative staff.
- supervise and guide the administrative staff to improve performance and build a leadership team.
- oversee the coordination of the district's staff supervision/evaluation program.
- oversee the coordination of the district's staff development program.
- encourage and inspire staff creativity and innovation.
- recognize and celebrate staff contributions to the district's mission, goals and objectives.

#### **Communication/Public Relations**

The Superintendent shall:

- discuss and clarify the mission and resource needs of the district with diverse audiences in the community and within the schools.
- employ a planned strategy for keeping the community informed about accomplishments and for involving the community in the schools.
- demonstrate the political and communication skills to cope with conflicting requirements and to resolve the concerns and grievances of multiple constituencies.
- cultivate cooperative working relationships with other organizations, agencies and units of government.
- maintain open and honest communication with the Board of Education, keeping the Board well-informed on all important issues.

## **Administration**

### **Superintendent of Schools (continued)**

#### **Communication/Public Relations**

- provide sound professional advice to the Board with appropriate supporting materials.
- maintain positive and productive relations with the media.
- develop and administer procedures for personnel administration which are consistent with local policies, contract agreements, and state and federal statutes.

#### **Financial Management**

The Superintendent shall:

- design and oversee budget development procedures which involve staff, parents and community members in determining budget priorities.
- oversee the preparation of an annual budget request which clearly, concisely and accurately communicates the needs and priorities of the school district.
- oversee budget management.

#### **Facilities Management**

The Superintendent shall:

- oversee the development and implementation of plans, policies and procedures relative to the use, maintenance and development of facilities.