

# **GREATER LOWELL TECHNICAL HIGH SCHOOL**

## **POSITION DESCRIPTION: SUPERINTENDENT-DIRECTOR**

### **Primary Purpose of Position:**

The Superintendent-Director functions as a superintendent of schools in that he/she is the chief executive officer of the Greater Lowell Regional Technical School District Committee.

### **Organizational Relationships of Superintendent-Director:**

- Powers and authority are based on provisions in state law and on guidelines for vocational education published by the Massachusetts Board of Elementary and Secondary Education.
- Is directly responsible to the Greater Lowell Technical High School District Committee.
- Shall be the executive officer of the committee and shall manage the school system in a fashion consistent with state law and the policy determinations of the school committee.
- Reports to the School Committee relative to the execution of its policies and the general administration of the School District.

### **Major Responsibilities:**

Coordinates and facilitates ongoing curriculum development and implementation which promotes high standards and achievements for all students in all educational programs.

“The fundamental tenet of the educational philosophy of the Greater-Lowell Technical High School: That the individual student, in terms of his or her needs and learning ability, is the central and dominating influence of the School.”

- Implements the governing board of education’s policies and administrative rules and regulations.
- Formulates the plans and policies for the overall educational program and submits them to the school committee for approval.
- Maintains a commitment to professional development for both educational and support staff.
- Continues and enhances the process of articulation through educational, business and professional partnerships.
- Directs the preparation and presentation of school budget.
- Addresses community and civic groups to enlist their support.
- Interprets the programs and policies of the school system for school personnel, individuals and community groups, and governmental agencies.
- Coordinates the work of school system with related activities of other districts and agencies.
- Insures that laws applying to attendance of students are enforced.
- Supervises the selection process of all personnel for hire and promotion.
- Coordinates the work of all programs and departments.
- Negotiate collective bargaining agreements.

**Personnel Responsibilities:**

- Notifies the School Committee regarding appointments, promotions, transfers, retirements, and dismissal of employees and takes any other action consistent with state law and School Committee policy.
- Makes recommendations to the School Committee regarding the appointment of:
  1. Assistant Superintendents
  2. Director of Special Education
  3. Physician
  4. School Nurses
  5. Business Manager
- Recommends personnel policies to the School Committee.
- Makes provisions for executing all personnel policies adopted by the School Committee.

**Instructional Program Responsibilities:**

- Makes recommendations relative to the scope of the instructional program.
- Works with other administrators to assign instructors for the various instructional areas.
- Provides leadership for development of in-service education programs for the improvement of instruction.
- Provides leadership for development of testing programs and other procedures for evaluation of the effectiveness of the instructional program.
- Provides leadership for development of procedures for the selection and evaluation of textbooks, audio-visual aids, and other instructional materials.
- Monitors educational programs, evaluates and implements changes to the program of studies to enhance the educational philosophy of the School District.
- Provides leadership for the study of the adequacy of the program of studies and the need for additions, deletions or amendments.

**Financial Responsibilities:**

(in concert with Business Administrator)

- Assists in the preparation, presentation and interpretation of an annual operating and capital budget consistent with statutory requirements.
- Provides leadership for administration of and adherence to the budget as adopted.

**School Plant Responsibilities:**

- Works with architects in the planning of new school buildings, additions and renovations.
- Makes recommendations regarding the maintenance of buildings and grounds.

### **Pupil Personnel Responsibilities:**

- Provides leadership to all instructional, guidance and discipline personnel.
- Provides leadership and establishes structure for the classification, promotion, determination of achievement and graduation of all students within the school.
- Reports, to the School Committee, on the effectiveness of pupil personnel policies.

### **Community Relations Responsibilities:**

- Develops and directs a program for keeping the citizens of the district adequately informed of school developments.
- Interprets the program and activities of the school before various community groups.
- Works with parent groups and other organizations interested in and concerned for the welfare of the school.
- Meets with representatives of the press to provide information needed for keeping the people of the district informed.

### **Evaluation Responsibilities:**

- Cooperates with the School Committee in the annual evaluation of his/her own work.
- Annually oversees the evaluation of personnel.
- Evaluates the instructional program, finances, budgeting, and all other aspects of the school program.

### **Qualifications**

- Licensed or eligible for licensure by the Massachusetts Department of Elementary & Secondary Education as a Vocational Technical Superintendent/Assistant Superintendent
- Master's degree in Education or Administration required
- Minimum ten (10) years in education, including vocational administrative and/or teaching experience
- Familiarity with Massachusetts school governance laws
- Experience in school finance and business management
- Experience with school-based technology
- Commitment to serving at-risk and special needs students

**Note** – The search committee and/or the full school committee each may waive particular qualifications relating to experience, only, if either committee shall determine that an applicant's other levels or areas of experience warrant such a waiver.