



**POSITION DESCRIPTION**

**M. KNOWLEDGE, SKILLS, AND TALENTS (KST) REQUIRED**

- Those KSTs considered core and required of all district staff are noted in **BOLD and UPPERCASE** and should be strong considerations when hiring new staff at all levels and in all types of positions.
- Those KSTs considered “Basic” and critical for position success are noted in **BOLD and lowercase**.
- Those KSTs remaining are considered “Advanced” and are highly supportive for position success.
- Letters and numbers in parens refer to the rubric descriptions in the CSSR KST Competency Library

1. Student Learning and Growth	2. Leadership and Supervision
<ul style="list-style-type: none"> <li>● <b>Assessment</b> (A.1)</li> <li>● <b>GROWTH MINDSET</b> (A.5)</li> <li>● <b>STUDENT FOCUSED / CENTERED</b> (A.9)</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Collective/Distributive Leadership</b> (B.3)</li> <li>● <b>Delegation</b> (B.7)</li> <li>● <b>Instructional leadership</b> (B.12)</li> <li>● Leadership (B.14)</li> <li>● Motivating / Influencing (B.16)</li> <li>● Political Savvy (B.19)</li> <li>● Strategic Relationship Building (B.23)</li> <li>● <b>Team Building</b> (B.25)</li> </ul>
3. Interpersonal Skills	4. Management and Administration
<ul style="list-style-type: none"> <li>● <b>ACCURATE EMPATHY</b> (C.1)</li> <li>● <b>Advising</b> (C.3)</li> <li>● <b>COLLABORATION</b> (C.5)</li> <li>● <b>COMMUNICATION</b> (C.6)</li> <li>● <b>CULTURAL SENSITIVITY</b> (C.9)</li> <li>● <b>DIPLOMACY / TACT</b> (C.10)</li> <li>● <b>Listening</b> (C.2)</li> <li>● Relationship Building (C.13)</li> </ul>	<ul style="list-style-type: none"> <li>● Performance Evaluation (D.8)</li> <li>● <b>Talent Management</b> (D.13)</li> <li>● <b>Technical Expertise</b> (D.14)</li> </ul>
5. Thinking and Judgment	6. Personal Characteristics
<ul style="list-style-type: none"> <li>● <b>DATA-BASED DECISION MAKING</b> (E.4)</li> <li>● <b>GOOD JUDGEMENT</b> (E.7)</li> <li>● <b>LEARNS FROM EXPERIENCE</b> (E.8)</li> <li>● <b>Problem Solving</b> (E.14)</li> <li>● Systems Orientation (E.17)</li> </ul>	<ul style="list-style-type: none"> <li>● Adaptability (F.1)</li> <li>● <b>CONCERN FOR ACCURACY</b> (F.3)</li> <li>● Courage (F.4)</li> <li>● <b>DESIRE FOR SELF-IMPROVEMENT</b> (F.6)</li> <li>● <b>HIGH STANDARDS</b> (F.7)</li> <li>● <b>INTEGRITY</b> (F.11)</li> <li>● <b>POSITIVE ATTITUDE / EXPECTATIONS</b> (F.12)</li> <li>● Professionalism (F.13)</li> <li>● Results Driven (F.16))</li> <li>● <b>SENSE OF ACCOUNTABILITY</b> (F.18)</li> <li>● <b>SERVICE ORIENTATION</b> (F.20)</li> <li>● <b>STRONG WORK ETHIC</b> (F.22)</li> <li>● <b>TEAM PLAYER</b> (F.23)</li> </ul>



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<b>N. SECONDARY TASKS, DUTIES, &amp; RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>● Budget Preparation (D.2)</li> <li>● Coaching (C.4), (D.5)</li> <li>● Compliance</li> <li>● Continuous Improvement (D.9), (D.10)</li> <li>● Crisis Management (C.7)</li> <li>● Follow State Law</li> <li>● Good to Great Team</li> <li>● Grant Management</li> <li>● Hiring (C.14)</li> <li>● Legal</li> <li>● Organization for School Board</li> <li>● Performance Management (L.24)</li> <li>● Personnel Decisions</li> <li>● Policy/Procedure Development/Implementation</li> <li>● Professional Growth &amp; Evaluation (D.8),</li> <li>● Quality Assurance (E.15)</li> </ul>	
<b>O. TERTIARY TASKS, DUTIES, &amp; RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>● Managing Facilities</li> <li>● Recognition/Rewards</li> <li>● Security</li> <li>● Substance Misuse Prevention</li> <li>● Technology</li> </ul>	
<b>P. PRIMARY CONTACTS</b>	
<b>INTERNAL TO DISTRICT</b> <ul style="list-style-type: none"> <li>● Dean of Instruction</li> <li>● Dean of Operations</li> <li>● Director of College and Career Readiness</li> <li>● Director of Interventions &amp; Title 1 Manager</li> <li>● Director of Student Services</li> <li>● District Leadership Team</li> <li>● DLSC Project Manager</li> <li>● Good to Great Team</li> <li>● School Board</li> <li>● Secretary/Admin Assistant</li> <li>● Union Leadership</li> </ul>	<b>EXTERNAL TO DISTRICT</b> <ul style="list-style-type: none"> <li>● Budget Committee</li> <li>● Civic Leaders</li> <li>● Community Members</li> <li>● Media</li> <li>● NH Department of Education</li> <li>● Parents / Guardians</li> </ul>
<b>Q. SECONDARY CONTACTS</b>	
<b>INTERNAL TO DISTRICT</b> <ul style="list-style-type: none"> <li>● Custodial Manager</li> </ul>	<b>EXTERNAL TO DISTRICT</b> <ul style="list-style-type: none"> <li>● Community Organizations</li> <li>● Consultants</li> </ul>



**POSITION DESCRIPTION**

	<ul style="list-style-type: none"> <li>• Nellie Mae Education Foundation Program Officer</li> <li>• Pittsfield Listens</li> <li>• Pittsfield Youth Workshop</li> </ul>
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**R. TERTIARY CONTACTS**

<p><b>INTERNAL TO DISTRICT</b></p> <ul style="list-style-type: none"> <li>• Advisory Teachers</li> <li>• Contract Service Providers</li> <li>• Guidance Counselors</li> <li>• School Office Staff</li> <li>• Special Education Teachers</li> <li>• Teachers</li> <li>• Unified Art Teachers</li> </ul>	<p><b>EXTERNAL TO DISTRICT</b></p> <ul style="list-style-type: none"> <li>• Attorneys</li> <li>• Fire and Police</li> <li>• Select Board</li> <li>• NH Legislature</li> <li>• NHSBA</li> </ul>
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**S. AUTHORITY/FINAL WORD (decisions that can be made without approvals)**

<ul style="list-style-type: none"> <li>• Evaluation and supervision of administrators</li> <li>• Strategies to support the district’s vision &amp; mission</li> <li>• Recommendations from the administration to the school board</li> <li>• Nomination of professional staff</li> </ul>
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**T. SUCCESS MEASURES**

<ul style="list-style-type: none"> <li>• Students graduating from high school</li> <li>• Students entering college/career without remediation</li> <li>• Student proficiency in literacy</li> <li>• Student proficiency in math</li> </ul>	<ul style="list-style-type: none"> <li>• Community confidence in the school district</li> <li>• Faculty/staff volunteering for committees and teams</li> <li>• Budget approval by the town</li> <li>• Policies up-to-date and in compliance with legal requirements.</li> </ul>
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**U. SUB-ROLE PRIORITIES**

<ul style="list-style-type: none"> <li>• Sub-role priorities: H = High, M = Moderate, L = Low, and X = Not Required</li> <li>• Sub-roles indicators can be found in Resource Booklet</li> </ul>
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Sub-Roles	Import	Sub-Roles	Import	Sub-Roles	Import
<b>Student Learning &amp; Growth Related</b>		<b>Leadership &amp; Supervision Related</b>		<b>Interpersonal Skills Related</b>	
Advisor/Consultant/Expert	H	Behavior Manager	L	Advocate	H
Coach	H	Evaluator	H	Community Builder	H
Designer	H	Instructional Leader	M	Counselor	X
Instructor	L	Leader	H	Facilitator	M



**POSITION DESCRIPTION**

		Motivator	H	Friend	X
				Mediator	L
				Mentor	M
				Parent	X
Sub-Roles	Import	Sub-Roles	Import	Sub-Roles	Import
Management & Administration Related		Thinking & Judgment Related		Personal Characteristics Related	
Black Hat	X	Negotiator	M	Champion	H
Compliance Monitor/Driver	L	Troubleshooter/Problem Solver	H	Extra Hands	X
Firefighter/Crisis Manager	M			Innovator	H
Manager	M			Politician	H
Professional Developer	H				
Quality Assurance Driver	M				

**V. EEO STATEMENT**

The Pittsfield School District provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, sex, race, creed, color, marital status, physical and mental disability, or national origin. In addition to federal law requirements, the Pittsfield School District complies with applicable state and local laws governing nondiscrimination in employment in every location in which it has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

**W. SIGNATURES:**

This job description has been approved by all levels of management:

Supervising Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position:

Employee: \_\_\_\_\_ Date: \_\_\_\_\_



*POSITION DESCRIPTION*