

# PITTSFIELD, NH SCHOOL DISTRICT SUPERINTENDENT OF SCHOOLS POSITION DESCRIPTION

| A. POSITION TITLE:<br>Superintendent of Schools  | B. TYPE POSITION:<br>80%         | C. DATE CREATED/UPDATED:<br>11.7.19   |  |  |
|--|----------------------------------|---|--|--|
| Superintendent of Schools       80%       11.7.19         D. PURPOSE: The purpose of the Superintendent of Schools is to lead in the development and implementation of the district's vision and mission. Further the Superintendent of Schools complies with mandated duties and requirements as set forth in state law and Department of Education rules. The Superintendent of Schools is responsible for developing and maintaining a school budget that is approved by the School Board and the town of Pittsfield.         E. PRIMARY TASKS, DUTIES, AND RESPONSIBILITIES <ul> <li>Provide the district with a clear and compelling vision of student success, both current and future</li> <li>Ensure students are provided with meaningful voice and choice in their learning process</li> <li>Provide the School Board with the information needed to create policies and make decisions aligned with the district vision, mission, and strategic plan</li> <li>Ensure that faculty, administrators, and staff are exposed to and embrace innovative student-centered approaches to teaching and learning</li> <li>Provide the resources necessary for faculty to engage in professional development activities designed to build student-centered instructional skills and practices</li> <li>Build a strong partnership with the community to support student learning.</li> <li>Ensure a plan and process are in place to address continuous improvement needs with regard to faculty, administrator, team, staff, and community infrastructure capacity building.</li> <li>Address all tasks and duties specified by New Hampshire law, New Hampshire Department of Education rules, and Pittsfield School District Policies.</li> </ul> <li>F. SUPERVISOR:         <ul> <li>Director of College and Caraer Readiness</li> <li>Directo</li></ul></li> |                                  |   |  |  |
|  | ow                               | High  |  |  |
| J. MINIMUM QUALIFICATIONS:<br>Superintendent Certificate   | K. PHYSICAL<br>REQUIREMENTS: N/A | L. UNIQUE REQUIREMENTS:<br>Advanced leadership and<br>motivating/influencing skills |  |  |



### 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> <li>Assessment (A.1)</li> <li>GROWTH MINDSET (A.5)</li> <li>STUDENT FOCUSED / CENTERED (A.9)</li> </ul>   | <ul> <li>Collective/Distributive Leadership (B.3)</li> <li>Delegation (B.7)</li> <li>Instructional leadership (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>Team Building (B.25)</li> </ul>   |
| 3. Interpersonal Skills  | 4 Management and Administration   |
| <ul> <li>ACCURATE EMPATHY (C.1)</li> <li>Advising (C.3)</li> <li>COLLABORATION (C.5)</li> <li>COMMUNICATION (C.6)</li> <li>CULTURAL SENSITIVITY (C.9)</li> <li>DIPLOMACY / TACT (C.10)</li> <li>Listening (C.2)</li> <li>Relationship Building (C.13)</li> </ul> | <ul> <li>Performance Evaluation (D.8)</li> <li>Talent Management (D.13)</li> <li>Technical Expertise (D.14)</li> </ul>  |
| 5. Thinking and Judgment   | 6. Personal Characteristics   |
| <ul> <li>DATA-BASED DECISION MAKING<br/>(E.4)</li> <li>GOOD JUDGEMENT (E.7)</li> <li>LEARNS FROM EXPERIENCE<br/>(E.8)</li> <li>Problem Solving (E.14)</li> <li>Systems Orientation (E.17)</li> </ul>   | <ul> <li>Adaptability (F.1)</li> <li>CONCERN FOR ACCURACY (F.3)</li> <li>Courage (F.4)</li> <li>DESIRE FOR SELF-IMPROVEMENT (F.6)</li> <li>HIGH STANDARDS (F.7)</li> <li>INTEGRITY (F.11)</li> <li>POSITIVE ATTITUDE / EXPECTATIONS (F.12)</li> <li>Professionalism (F.13)</li> <li>Results Driven (F.16))</li> <li>SENSE OF ACCOUNTABILITY (F.18)</li> <li>SERVICE ORIENTATION (F.20)</li> <li>STRONG WORK ETHIC (F.22)</li> <li>TEAM PLAYER (F.23)</li> </ul> |



| POSITION DESCRIPTION   |   |  |  |  |
|--|---|--|--|--|
| N. SECONDARY TASKS, DUTIES, & RESPONSIBILITIES   |   |  |  |  |
| <ul> <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/Implementat</li> <li>Professional Growth &amp; Evaluation (D.8),</li> <li>Quality Assurance (E.15)</li> </ul> | ion   |  |  |  |
|  | (S, DUTIES, & RESPONSIBILITIES  |  |  |  |
| <ul> <li>INTERNAL TO DISTRICT</li> <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>  | RIMARY CONTACTS<br>EXTERNAL TO DISTRICT<br>• Budget Committee<br>• Civic Leaders<br>• Community Members<br>• Media<br>• NH Department of Education<br>• Parents / Guardians |  |  |  |
| Q. SECONDARY CONTACTS  |   |  |  |  |
|  | EXTERNAL TO DISTRICT  |  |  |  |
| Custodial Manager  | Community Organizations   |  |  |  |
|  | Consultants   |  |  |  |



|  | <ul> <li>Nellie Mae Education Foundation Program Officer</li> <li>Pittsfield Listens</li> <li>Pittsfield Youth Workshop</li> </ul>  |  |  |  |
|--|---|--|--|--|
| R. 1   | TERTIARY CONTACTS   |  |  |  |
| INTERNAL TO DISTRICT   | EXTERNAL TO DISTRICT  |  |  |  |
| Advisory Teachers  | Attorneys   |  |  |  |
| Contract Service Providers   | Fire and Police   |  |  |  |
| Guidance Counselors  | Select Board  |  |  |  |
| School Office Staff  | NH Legislature  |  |  |  |
| <ul> <li>Special Education Teachers</li> </ul>   | NHSBA   |  |  |  |
| Teachers   |   |  |  |  |
| <ul> <li>Unified Art Teachers</li> </ul>   |   |  |  |  |
| S. AUTHORITY/FINAL WORD (decisions that can be made without approvals)   |   |  |  |  |
| <ul> <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> |   |  |  |  |
| T. SUCCESS MEASURES  |   |  |  |  |
| <ul> <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> <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> |  |  |  |
| U. SUB-ROLE PRIORITIES   |   |  |  |  |
|  | <ul> <li>Sub-role priorities: H = High, M = Moderate, L = Low, and X = Not Required</li> </ul>  |  |  |  |
| • Sub-role priorities: H = High, M = Moderate. L =   | Low, and X = Not Required   |  |  |  |
| <ul> <li>Sub-role priorities: H = High, M = Moderate, L =</li> <li>Sub-roles indicators can be found in Resource B</li> </ul>  | •   |  |  |  |
|  | Booklet   |  |  |  |

| Sub-Roles                            | Import | Sub-Roles                              | Import | Sub-Roles                       | Import |
|--------------------------------------|--------|--|--------|---------------------------------|--------|
| Student Learning &<br>Growth Related |        | Leadership &<br>Supervision<br>Related |        | Interpersonal<br>Skills Related |        |
| Advisor/Consultant/<br>Expert        | Н      | Behavior<br>Manager                    | L      | Advocate                        | Н      |
| Coach                                | Н      | Evaluator                              | Н      | Community<br>Builder            | Н      |
| Designer                             | н      | Instructional<br>Leader                | М      | Counselor                       | Х      |
| Instructor                           | L      | Leader                                 | Н      | Facilitator                     | М      |



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

#### 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:   |  |  |

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