

**FREMONT SCHOOL DISTRICT  
POSITION DESCRIPTION**

**POSITION TITLE:** Superintendent of Schools

**JOB GOAL:** To provide for the overall operations of Fremont School District

**QUALIFICATIONS:**

1. Certification as superintendent of schools
2. Advanced degree in school administration
3. Five years of school administrative experience preferred
4. Background experience in curriculum, assessment and instruction
5. School financial and budget development experience
6. Strong oral and writing communication skills
7. Ability to plan, schedule, and direct the work of others
8. Ability to seek out relevant data and analyze information to determine needs and solutions

**REPORTS TO:** Fremont School Board

**PERFORMANCE RESPONSIBILITIES:**

1. Provide instructional leadership for the employees of the district.
2. Demonstrate knowledge in the field of education.
3. Keeps updated of the trends and developments in curriculum, instruction and assessment and share information appropriately.
4. Organizes a planned program of curriculum development, improvement and support
5. Monitors and assesses the effectiveness of instruction and assessment
6. Develops, supports and monitors programs for staff development focused on improvement of instruction, with higher student achievement as the goal
7. Oversees and monitors the development and implementation of the annual budget.
8. Prepares for the annual school district meeting, and processes up to that meeting
9. Ensures that financial resources are utilized appropriately and cost effectively
10. Monitors expenditures of the district
11. Informs the Board of budgetary concerns.
12. Oversees the effective financial management and reporting procedures
13. Oversees office staff, systems, functions, and implementation of policies and procedures.
14. Manages the daily operational activities of the Fremont School District
15. Provides supervision and leadership for the building administration
16. Works collaboratively with the building administration and facilities manager to ensure the operations and maintenance of the facilities and equipment to maintain a safe and healthy school environment for the students and staff.
17. Sets challenging, yet attainable goals
18. Defines the tasks and responsibilities which are necessary to achieve these goals
19. Communicates goals to all constituent groups.
20. Assists the school board in setting and implementing policies and procedures.
21. Participates in professional activities, organizations at the local, state and national level.
22. Participates in and advises board members in collective bargaining
23. Keeps an open line of communication with the Fremont School Board and community; works with the board on building community relations
24. Nominates all certified staff and appoint other employees in accordance with state law; assures appropriate personnel is in place

25. Directs and supervises the work of all employees of the district: delegate responsibilities as appropriate
26. Removes teachers and other employees in accordance with RSA 189:3; Recommends the dismissal of certified staff to the board in accordance with RSA 189:13
27. Oversees the maintenance of records and the filing of state reports
28. Admits students to the school according to the laws of the state and policy of the district
29. Assures that students are assigned top classes and grade level according to school board policy
30. Assures that a safe environment is maintained, free of hazardous conditions
31. Oversee the evaluation of the faculty and staff
32. Assures that state rules regarding education are adhered to
33. Works with the school board, administration, members of the school and community to develop effective goals, strategic plan for school improvement as well as long term capital improvement plans.

**TERMS OF EMPLOYMENT:**

- 156 Days
- Clear criminal background check
- Verification of health to perform job
- Valid NH Principal Certification or eligible for certification
- Valid driver’s license
- Administrative contract with salary and benefits defined by school District policy

**EVALUATION:** Annually by the School Board

**PHYSICAL ACTIVITY REQUIREMENTS**

**Primary Physical Requirements:**

|                                  |                       |
|----------------------------------|-----------------------|
| 1. Lift up to 10 lbs.:           | Occasionally required |
| 2. Lift 11 to 25 lbs.:           | Occasionally required |
| 3. Lift 25 to 50 lbs.:           | Rarely required       |
| 4. Lift over 50 lbs.:            | Not required          |
| 5. Carry up to 10 lbs:           | Occasionally required |
| 6. Carry 11 to 25 lbs:           | Occasionally required |
| 7. Carry 26 to 50 lbs:           | Not required          |
| 8. Carry over 50 lbs:            | Not required          |
| 9. Reach above shoulder height:  | Occasionally required |
| 10. Reach at shoulder height:    | Occasionally required |
| 11. Reach below shoulder height: | Occasionally required |
| 12. Push/Pull:                   | Not required          |

**Hand Manipulation:**

|              |                       |
|--------------|-----------------------|
| 1. Grasping: | Occasionally required |
| 2. Handling: | Occasionally required |
| 3. Torquing: | Not required          |
| 4. Fingering | frequently required   |

5. Controls and Equipment: Computer, telephone, copy and FAX machines

**Other Physical Consideration:**

- 1. Twisting: Not required
- 2. Bending: Occasionally required
- 3. Crawling: Not required
- 4. Squatting: Occasionally required
- 5. Kneeling: Not required
- 6. Crouching: Occasionally required
- 7. Climbing: Occasionally required
- 8. Balancing: Not required

**Work Surface (s):**

Standard office desk and chair. Carpeted and tile floors.

**During the Work Day, Employee is Required to:**

|       | <u>Consecutive Hours</u> | <u>Total Hours</u> |
|-------|--------------------------|--------------------|
| Sit   | 1 2 3 4 5 6 7 8          | 1 2 3 4 5 6 7 8    |
| Stand | 1 2 3 4 5 6 7 8          | 1 2 3 4 5 6 7 8    |
| Walk  | 1 2 3 4 5 6 7 8          | 1 2 3 4 5 6 7 8    |

**Cognitive and Sensory Requirement(s):**

- 1. Talking: Necessary for communicating with others.
- 2. Hearing: Necessary for receiving instructions and queries.
- 3. Sight: Necessary for doing job effectively and correctly.
- 4. Tasting and Smelling: Not required.

**Specific Vocational Preparation Requirements:**

- 1. Short demonstration only \_\_\_\_\_
- 2. Any beyond short demonstration up to and including 30 days \_\_\_\_\_
- 3. 30-90 days \_\_\_\_\_
- 4. 91-180 days \_\_\_\_\_
- 5. 181 days to 1 year \_\_\_\_\_
- 6. 1 to 2 years \_\_\_\_\_
- 7. 2 to 4 years \_\_\_\_\_ X
- 8. 4 to 10 years \_\_\_\_\_
- 9. Over 10 years \_\_\_\_\_

**Other Training, Skills and Experience Requirements:**

Ability to work with staff, students and parents.

**Summary of Occupational Exposures:**

May be exposed to cleaning fluids and copier toner.

**Other Considerations and Requirements:**

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed under this job description. The above statements are not to be construed as an exhaustive list of all knowledge, skills, abilities, and responsibilities required by personnel subject to this job description. All personnel may be required to perform duties outside of the is job description as necessary from time to time. This job description does not constitute an employment agreement between the District and them employee and is subject to change by the District as the needs of the District and requirements of the job change. The Fremont School District is an Equal Opportunity Employer. Position is subject to Fremont School District policy, rules, and regulations.