

AN INVITATION TO A UNIQUE OPPORTUNITY

The Lincoln-Sudbury, MA School Committee seeks an outstanding, visionary leader to serve as its Superintendent - Principal.

Visit us at: <https://www.lsrhs.net/>

INTRODUCTION

Lincoln-Sudbury Regional High School (LSRHS) is an independent school district that educates students from the towns of Lincoln and Sudbury, as well as METCO students from Boston and the children of faculty members and administration staff. LSRHS has a strong history of collaboration and cooperation between LS Teachers Association (LS TA) and the Administration. Collectively, LSRHS administration and educational staff commit and follow-through on things effectively together. The right Superintendent/Principal candidates should have a personal philosophy that aligns with this history. Our Superintendent/Principal should be a strong leader and simultaneously be able to build consensus with the teaching staff.



PORTRAIT OF A GRADUATE

LSRHS has defined its vision for what it wants its graduates to be upon graduation. The successful candidate will:

- Lead LSRHS so that its graduates successfully achieve that vision and more.
- Ensure an environment for students in which they are encouraged to grow and develop in a supportive, safe environment. The basis for the LSRHS vision is our Portrait of a Graduate which is posted on our website.
- Set LSRHS strategic vision and annual planning process in line with our Portrait of a Graduate in coordination of key stakeholders including faculty, staff, school Committee, and families.
- Outline metrics to monitor achievement toward LS's goals and disseminate achievements through regular communications.
- Ensure LS maintains high quality academic excellence.

COMMUNICATION

Superintendent responsibilities:

Internal and external communication will be a major responsibility of the superintendent. As such, the superintendent will:

- Represent LSRHS to community groups, including select boards, town managers, school administrators from LPS and SPS, Fin Coms, Sudbury Emergency Police and Fire Services, etc.)
- Communicate key school activities with the LS community (families, students, faculty and staff) to reinforce LS's vision and values.
- Communicate with administration team and staff to articulate goals and desired metrics and to motivate staff to achieve them.
- Meet with administration team weekly to solicit concerns, needs, shoutouts and set expectations of response to further build a high level of morale; (Director of Finance and Operations, Associate Principals Director of Curriculum, Instruction and Assessment, Metco Director, Director Athletics and Activities, Director of Student Services, Director of Counseling and Student Supports. Non-administrative staff who may also require periodic meetings include Director of Building and Grounds and Director of Technology.)
- Communicate vision to families, students, faculty and staff: the goals and vision for accomplishing what is necessary to make achieving a fulfilled life most possible, and for ensuring that after LS the doors are open for students (and staff) to pursue paths that are important and meaningful to them.

Principal responsibilities:

- Regular communication with families, students, faculty and staff
- Meet regularly with LS Teacher's Association (LSTA) leadership and Faculty Advisor Committee (minimum monthly) to solicit concerns, needs, and "shoutouts" as well as give guidance and set clear expectations to ensure continued high morale.
- Meet with Associate Principals to discuss issues on a weekly basis and determine responsible list of action items

- Meet weekly with the Academic Council (administrators, department coordinators, department liaisons and the Director of Technology) which has oversight of the academic, programmatic and curricular life of the school
- Weekly “what is going on in the building” communications: events, anecdotes, “shoutouts”, club/play/sports announcements

HUMAN RESOURCE MANAGEMENT OVERSIGHT

Lincoln-Sudbury Regional High School has a long and strong history of administration and staff collaboration.

LSRHS prioritizes this collaboration, and the Superintendent/Principal will:

- Ensure HR management and oversight in coordination with LS Administration (Director of Finance, Director of Curriculum, Instruction & Assessment, the four Associate Principals, Director of Student Services, Director of Counseling & Student Supports, Athletic Director, and METCO Director). Identify strategies to manage staff concerns and achievements.
- Set expectations and communication strategies with Teachers’ Association leadership to ensure systematic management of staff concerns with aim of sustained high standards of educational excellence at LSRHS.

FINANCE

- Lead annual budgeting process.
- Present and defend LS budget and finance requests and needs to the Capital Planning, Finance Committees, and Boards of Selects from both Lincoln and Sudbury towns.
- Ensure financial management of LS annual budget and auditing process in line with GASB standards.

SPECIALIZED PROGRAMMING (INCLUDES SPECIAL EDUCATION)

LS has an extensive in-house menu of special education offerings. These have a impact on reducing budget pressures while offering in-district and cooperative placement to students and a superior education and experience.

LSRHS prioritizes these special education institutions and initiatives.

The superintendent/Principal must support, improve, and maintain the following programs to stay at or above the current level of excellence:

- Beacon - supports identified students’ transition back from an extended absence.
- Academic Support Center - for additional academic & executive functioning support
- ACE - an alternative program offering general education and special education students additional support in multiple areas
- The Learning Center - where the majority of special education students needs are met
- LINK - for special education students with additional learning needs, and/or students on the autism spectrum
- REACH - for special education students with additional learning and functional challenges
- EXCEL - for special education students with additional social-emotional needs
- The Partners Program - partnering with NECC to more fully support students with more significant learning and functional challenges.
- LS Academy - an off-site program for special education students with more significant social-emotional needs

METCO

LSRHS’s commitment to METCO (Metropolitan Council for Educational Opportunity) is important to the district. METCO services Boston resident students as part of a school integration program founded in the 1960s to combat segregation and racial isolation. The program adds diversity and enriches the school with Boston resident students and provides opportunities for an exchange (academics and extracurricular activities) between Boston resident students and families, and Lincoln and Sudbury resident students and families within the LSRHS setting.

COLLABORATION WITH SCHOOL COMMITTEE AND ITS SUBCOMMITTEES

The elected members of the LS School Committee meet on a bi-weekly basis during the school year, and also staffs multiple subcommittees which meet outside of those bi-weekly meetings. The Superintendent/Principal will assure that information is presented to the entire Committee in a regular and timely way.

The Superintendent/Principal will work through the Committee and subcommittees using well-defined policies and processes to bring forward priorities and issues for discussion and resolution, in addition to organizing staff presentations with clear metrics to showcase school achievement over time.

MEMBERSHIPS: NEASC AND MASC

LSRHS is accredited by the New England Association of Schools and Colleges (NEASC) and a member of the Massachusetts Association of School Committees (MASC). The Superintendent/Principal will comply with and exceed standards and processes outlined by NEASC and MASC.

EXPECTATIONS OF DUAL SUPERINTENDENT/PRINCIPAL ROLE

Superintendent:

- Financial planning, strategizing and management
- Modeling qualities of leadership by example for the administrative team
- Open and honest communications
- Demonstrated ability to create and maintain constructive relationships with: faculty, administration and staff, School Committee, the Lincoln and Sudbury communities and constituents, METCO students and families
- Set Principal expectations and goals in line with district and MASC expectations
- Hold herself or himself accountable for meeting academic, extracurricular, staff and faculty development, and other goals
- Be committed to continuous improvement
- Be committed to using metrics that work to honestly and accurately reflect status, progress, challenges, and opportunities

Principal:

- Budget thoughtfully to support the programs that achieve the goals set out in the Portrait of a Graduate
- Advocate for professional development to keep the staff current on the latest research-based approaches to adolescent learning and wellbeing
- Oversee the professional and timely evaluation of all faculty and staff and provide resources for remediation as necessary
- Commit to equal opportunities for all students and put mechanisms in place to assess our progress in this area.
- Work with faculty and staff to assess and address areas for student growth.
- Gathering data on district performance and working to identify gaps and needs
- Engaging with families, community, stakeholder

QUALIFICATIONS

Qualified candidates will have the following experience:

- Must hold a Massachusetts Superintendent/Assistant Superintendent's license
- Must have at least 5 years of administrative experience in addition to the 3 years required by licensure. Evidence of additional professional experience, degrees and certifications as it relates to the superintendent roles and responsibilities will be considered.
- Must have a solid understanding of school finance, including management of regional budgets.
- Must be comfortable with and confident that they can present and defend the annual budgets of the district
- Must be able to manage timelines and community expectations.
- Must be comfortable with the following types of communication and to use them:
 - Social Media
 - Email
 - Telephone
 - Newsletter

This is a brief and broad overview of the role of a school Superintendent/Principal. It is not a job description, nor is it a complete list of duties and responsibilities.

APPLICATION PROCESS

Applications due **Tuesday, February 28, 2023 by 12:00 noon.**

Competitive salary and full benefits package negotiable.

Applications available at www.masc.org

Applications should be submitted to amartin@masc.org with the subject line Lincoln-Sudbury Superintendent Search.

For more information, contact Glenn Koocher at gkoocher@masc.org