

Superintendent

Littleton School District - SAU 84
SAU 84 - Littleton, New Hampshire

Job Details

Job ID:4434364

Application Deadline:Nov 6, 2023

Posted:Oct 3, 2023

Starting Date:Jul 1, 2024

Job Description

The Littleton School District (SAU #84) School Board invites highly qualified, community minded candidates to apply for the position of a full time, on-site, Superintendent of Schools. This position will start July 1, 2024.

The Board seeks candidates with collaborative leadership styles, outstanding communication and problem solving skills, as well as a steadfast commitment to student growth and achievement. This critical and challenging position requires a dedicated, organized leader of the highest caliber. A proven track record of strong fiscal management skills, team building skills, as well as a systems approach to school management is desired. The successful candidate will understand the necessity of fostering a positive climate and culture throughout the district, and that all stakeholders, including students, families, staff, and community members, are essential partners in education. The Board, ideally, seeks a candidate who is willing to make a long-term commitment to Littleton and its schools.

The Littleton School District serves the beautiful community of Littleton, New Hampshire, located just North of Franconia Notch State park in Northern New Hampshire. The Littleton Chamber of Commerce offers this description:

Nestled in the shadow of New Hampshire's majestic White Mountains, Littleton is the economic and recreational hub of the North Country. This picturesque New England gem offers something for everyone – fine dining and art galleries, unique shops and historic buildings, and a range of outdoor activities for all seasons.....

The town's location in the scenic White Mountains and its mix of small-town charm and modern convenience has earned Littleton numerous accolades, including the first New Hampshire Profile Community Award for conveying the state's spirit of independence and being named a "Top Ten Dream Town" by Outside magazine. (<https://littletonareachamber.com/about-littleton-2/>)

The Littleton School District serves a little over 600 students on two campuses:
Mildred C. Lakeway Elementary School (Grades K-6, Enrollment: 321)
Daisy Bronson Middle School: (Grades 7-8 Enrollment: 88)
Littleton High School (Grades 9-12 Enrollment: 212)
Additionally, we have an award winning Career and Technical Center; a highly supportive alternative education program in the Littleton Academy, and a very successful adult education center, Above the Notch Community School.

The Littleton School District is committed to creating a “Culture of Thinking” for its entire community. This is guided by these foundational beliefs:
We commit to a culture of thinking that transforms our teaching and learning.
We believe that Universal Design for Learning (UDL), Social Emotional Learning (SEL), and Competency Based Education (CBE) are interdependent, and work in unison within our culture of thinking.

We value a professional collaborative culture that is enhanced by and provides for dynamic learning opportunities.

With a robust Professional Development plan and innovative programs that are working to build capacity among all stakeholders, we are in search of a leader who will be able to guide us forward into the next stage of our growth and development.

LEADERSHIP PROFILE:

You are first and foremost a listener. You are collaborative, creative, and open-minded. You are a strategic thinker who can anticipate the future while maintaining an understanding of the current state.

Your sense of community allows you to easily make positive connections in order to develop systems for high quality, equitable educational opportunities. You believe the strength of the culture is a key to success, and your consistency and clear communication supports your efforts to achieve this.

You recognize the positive work we have accomplished as a district, and you are ready to help lead us forward on our journey in a way that all feel included and valued in the promise of our work.

You believe that education is fundamental to a community’s success, and that all kids need and deserve opportunities to discover their interests and grow. You see what is possible, and you use your knowledge to remove barriers and find resources to support these ideals.

You bring with you a wealth of experiences from multiple roles and settings. You understand the needs of a rural district, and you are committed to the promise of public education.

Most importantly, you are looking for a place to ‘settle;’ consistency in leadership is important to you, and you are hoping to find a positive match with our district, allowing you to call Littleton ‘home.’

Position Type: Full-time
Positions Available: 1
Job Categories:
Administrator > Superintendent

Job Requirements

- **QUALIFICATIONS:**

Superintendent certification in New Hampshire

A minimum of three years of classroom teaching experience

A minimum of five years of school level or district level administrative experience

Master's Degree plus 30 graduate credits or a CAGS

PHYSICAL REQUIREMENTS:

Ability to operate a variety of automated office machines including computers and photocopiers

Ability to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Ability to sit, stand, walk, kneel, crouch, stoop, reach, and twist

Ability to lift up to 25 pounds.

REPORTS TO: Littleton School Board

JOB GOAL:

To inspire, lead, guide, and direct every member of the administrative, instructional and supportive services teams in setting and achieving the highest standards of excellence, so that each individual student enrolled in our district may be provided with a complete, valuable, meaningful, and personally rewarding education. Further, to oversee and administer the use of all district facilities, property, and funds with a maximum of efficiency, and an ever-present, overriding concern for their impact upon each individual student's education.

SUPERVISES: All administrative and supervisory personnel of the district and indirectly, every district employee

PERFORMANCE RESPONSIBILITIES INCLUDE:

Educational Programming

*Administers as chief school executive, the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board.

*Keeps the public informed about modern educational practices, educational trends, and the policies, practices, and problems in the district's schools.

*Confers periodically with professional and lay groups concerning the school program and transmits to the Board suggestions gained from such conferences.

*Formulates school objectives, policies, plans, and programs; prepares (or causes to be prepared) and presents facts and explanations necessary to assist the Board in its duty of legislation for the schools.

*Conducts a periodic audit of the total school program, and advises the Board on recommendations for the educational advancement of the schools.

*Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools.

*Oversees the timely revisions of all curriculum guides and courses of study.

*Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with published policies.

*Supervises methods of teaching, supervision, and administration in effect in the schools.

*Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the Board informed of trends in education.

*Performs such other tasks as may, from time to time, be assigned by the Board.

Policy / Personnel: work:

*Attends and participates in all meetings of the Board and its committees, except executive sessions unless requested to participate.

*Serves as ex officio member of committees.

*Advises the Board on the need for new or revised policies and sees that all policies of the Board are implemented.

*Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to ensure the making of informed decisions.

*Acts on own discretion if emergency action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy in order to provide guidance in the future.

*Reports to the Board such matters as deemed material to the understanding and proper management of the schools, or as the Board may request.

*Supervises the implementation of all laws, regulations, and Board policies.

*Delegates, at own discretion, to other employees of the Board the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the superintendent of final responsibility for the action taken under such delegation.

*Makes all administrative decisions within the school necessary to the proper function of the school district.

*Makes such rules and gives such instructions to school employees and students as may be necessary to implement Board policy.

*Recommends for appointment, election, or employment all employees of the Board except professional officers of the Board, and assigns, transfers, and recommends for dismissal any and all employees of the Board except professional officers of the Board.

*Assigns and transfers employees as the interest of the district may dictate and reports such action to the Board for information and record.

*Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.

*Approves vacation schedules for salaried district employees under direct supervision.

*Suspends any employee for just cause and reports such suspension to the Board.

*Recommends to the Board for final action the promotion, salary changes, demotion, or dismissal of any employee.

*Reports to the Board the case of any employee whose service is unsatisfactory and recommends appropriate action

*Maintains adequate records for the schools, including a system of financial accounts; business and property records; and personnel, school population, and scholastic records. Acts as custodian of such records and of all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.

*Files or causes to be filed, all reports required by the state and the school code.

*Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees and receives from employees communications to be made to the Board.

*Directs staff negotiations with professional and nonprofessional personnel.

*Performs such other tasks as may, from time to time, be assigned by the Board.

Operational:

*Submits to the Board a clear and detailed explanation of any proposed procedure that would involve either departure from established policy or the expenditure of substantial sums.

*Directs the preparation of the annual budget for adoption by the Board and administers the budget as enacted by the Board, acting at all times in accordance with legal requirements and adopted Board policies.

*Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget.

*Acts as purchasing agent for the Board, and establishes procedures for the purchase of books, materials, and supplies.

*Provides suitable instructions and regulations to govern the use and care of school properties.

*Recommends to the Board sales of all property no longer required by the Board and supervises the proper execution of such sales.

*Recommends the establishment or alteration of attendance boundaries for all schools in the interest of good administration of the instructional program and approves the special transfer of students from one neighboring district to another only when, in the superintendent's opinion, conditions in each case warrant such action.

*Makes recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety.

*Makes recommendations with reference to the location and size of new school sites

and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the district.

*Performs such other tasks as may, from time to time, be assigned by the Board.

Community Relations:

*Represents the district in its dealings with other school systems, institutions, agencies, and community organizations.

*Represents the schools before the public, and maintains, through cooperative leadership, both within and without the schools, such a program of publicity and public relations as may keep the public informed as to the activities, needs, and successes of the schools.

*Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, affecting a wholesome and cooperative working relationship between the schools and the community.

*Performs such other tasks as may, from time to time, be assigned by the Board.

- At least 5 year(s) of relevant experience preferred.
- Advanced Studies degree preferred.
- Citizenship, residency or work visa required

Application Questions

There ARE NO application questions required FOR this job posting.

Contact Information

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