

**Cohasset Public Schools
Cohasset MA 02025**

Job Description

Title: Superintendent of Schools
Reports to: Cohasset School Committee
Work Year: 12 months
Salary: Regionally competitive compensation and benefits, multi-year contract
Date: January 10, 2024

Position Summary:

The Superintendent of Schools (“**Superintendent**”) is the operational and educational leader of the Cohasset Public School District (the “**District**”), subject to the oversight and evaluation of the Cohasset School Committee (“**CSC**”). The Superintendent oversees every facet of school operations and is responsible for the delivery of an outstanding education to every student, district wide. The Superintendent is expected to foster an ever-improving, student-centric district in which all operations directly serve the best interests of our students. The Superintendent must, above all things, place students first.

Key Selection Criteria:

- Proven dedication to creating and maintaining a high-quality academic environment with opportunities for all students to excel;
- Expertise in developing, implementing, and overseeing a long-term student-centric strategy for a school district based on objective data and criteria;
- Ability to motivate and support a strong leadership team and to cultivate positive working relationships with all staff;
- Strong fiscal management skills, with an emphasis on budget development, implementation, oversight, and accountability;
- The ability to effectively respond to complex problems while remaining flexible and nimble in a rapidly changing educational, social, economic, and political environment; and
- Exceptional communication skills and willingness to seek and accept feedback from stakeholders.

Qualifications:

- Licensed or eligible for licensure as a superintendent of schools in Massachusetts;
- Master’s Degree required; advanced degree in public administration, education, or related field preferred;
- Successful administrative leadership experience, preferably in an educational setting;
- Outstanding written and oral communication skills and proven ability to constructively and proactively engage with a broader community are required;
- Excellent interpersonal skills and a proven ability to work collaboratively with all stakeholders;
- Proficiency in curriculum assessment, school-based technology and 21st century teaching methods;
- Experience with collective bargaining, impact bargaining, and contractual negotiations;
- Demonstrated understanding of relevant portions of the Massachusetts General Laws and the Massachusetts Department of Elementary and Secondary Education’s policies and procedures;

Key Duties and Responsibilities:

The role of the Superintendent is to broadly oversee the operations of the District. A non-exclusive listing of key duties and responsibilities is set forth below:

A. Educational and Instructional Leadership

- Possesses a relentless focus on: improving the education provided by the District; meeting the learning needs of each individual student; and providing every student the resources they require to succeed;
- Assists the CSC in setting academic priorities for the district;
- Promotes and supports the use of experiential and project-based learning initiatives;
- Establishes and utilizes effective assessment practices to measure student academic growth in order to inform data-centric decision-making;

- Communicates effectively with the CSC, staff, students, and the community about educational trends, curricular needs, assessment and data gathering, and instructional programming;
- Regularly engages and connects with students;
- Deploys a deliberate and transparent approach in the creation and/or implementation of new curricula;
- Regularly visits all school buildings with relevant district staff to observe classroom activity and identify areas for academic and instructional growth and/or replicate exhibited success;
- Stays informed of best practices and new research as it relates to teaching and learning;

B. Administrative Leadership / Operational Management

- Places students first in connection with every operational decision;
- Constantly evaluates the district for any opportunities for growth and/or improvement and promptly advises the CSC and community of any opportunities identified;
- Oversees compliance with all laws, regulations, and CSC policies and develops and recommends to the CSC any changes to district policies that will promote the delivery of the highest quality educational experience for Cohasset students;
- Models for all school personnel the use of data to make well-informed decisions;
- Develops and recommends strategic objectives and plans for the District, including improvement and evaluation of curricula, instructional methodologies, programs, budgets and facilities;
- Supports the CSC in any District improvement initiatives;
- Closely monitors all facets of District operations including, but not limited to, academic, extracurricular, food service, transportation, safety and security, and athletics as to ensure the delivery of an optimal product within each area;
- Effectively promotes a culturally responsive, diverse and inclusive environment;

C. School Committee / Community Relations

- Prioritizes being accessible and responsive to every member of the school community;
- Exhibits empathy and respect in all dealings with District stakeholders;
- Actively identifies additional ways in which stakeholder input and feedback can be obtained and considered;
- Ensures that the CSC is well-informed of matters relating to the District and seeks consultation from the CSC on matters of importance or other matters that could reasonably come before the CSC;
- Maintains a positive working relationship with Cohasset government and its agencies, including the Police and Fire Departments;
- Attends meetings of various Cohasset town boards and/or committees at which matters pertaining to the district appear on the agenda or are expected to be raised;
- Fosters a positive relationship between and among the District, business partners, non-profits neighboring school districts; private educational institutions, and the broader community.

D. Personnel/Staffing

- Fosters an environment that encourages a student-centric culture focused on continuous learning and robust student achievement and growth;
- Promotes strong and positive relationships with and among all staff;
- Employs well-developed and inclusive hiring practices that comply with applicable state and federal laws, to attract the highest caliber teachers, administrators, and extracurricular personnel, and incorporate an appropriate level of scrutiny in connection with background checks;
- Participates, as deemed appropriate by the CSC, in negotiations with recognized employee bargaining units;
- Responds appropriately to employee grievances and problems in accordance with applicable CSC policies, collective bargaining agreements, and/or state/Federal laws and regulations;
- Develops and implements an effective professional development program focused on the academic needs of students in collaboration with the CSC;

E. Financial Management

- Supervises effective financial forecasting and long and short-term financial planning;

- Supervises the preparation, presentation, management and implementation of the annual budget that supports the District's strategic plans, and recommends it for approval to the Committee;
- Ensures financial procedures and accounts are maintained in accordance with best practice business standards as well as all relevant federal, state and local laws and regulations, and that audits are performed on an annual, or as required, basis;
- Apprises the CSC of the status of expenditures and receipts on a regular basis;
- Identifies and seeks out any relevant grant opportunities; and
- Serves as a liaison with the community and governmental bodies and the community throughout the budget development process.

Approved by: Cohasset School Committee

Date: January 10, 2024