



NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL

The County of Presidents

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Web Site: www.norfolkaggie.org

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Ext. 12207
JESSICA M. DEMOURA, Vocational Assistant
Principal, Ext. 19128
SEAN G. CROWLEY, Academic Assistant Principal,
Ext. 15119
DAWN K. CARON, Dean of Student Life, Ext. 13124

TITLE: SUPERINTENDENT-DIRECTOR

APPLICATION DEADLINE: Friday, March 21, 2025 3:00 p.m.

STARTING DATE: July 1, 2025

SALARY: To be determined based on education and experience.

CONDITION OF EMPLOYMENT: – The Superintendent-Director is the agent of the Norfolk County Agricultural High School Board of Trustees. The Superintendent-Director is directly responsible to the Board of Trustees and functions within the policy guidelines and directives set by the Board. The specific duties include:

1. Assumes charge of the school district as the agent of the Board of Trustees.
2. Coordinates the work of all programs and departments.
3. Recommends policies to the Trustees, providing the necessary data to support the formulation of policies.
4. Executes policies of the Trustees and supervises those with administrative responsibilities.
5. Reports to the Trustees relative to the execution of its policies and the general administration of the Norfolk County Agricultural High School.
6. Ultimate responsibility for the development and implementation of the Three Year Strategic Plan including regular updates of progress to the school community and modifications when necessary.
7. Attends and participates in Trustees meetings.
8. Ensures compliance regarding all accreditation and licensing bodies.

WORK YEAR: 260 Days

SUPERVISION RECEIVED: The Superintendent-Director is immediately responsible to the seven-member Board of Trustees.

SUPERVISION EXERCISED: Oversees and supervises the day-to-day operation of the Norfolk County Agricultural High School and all its employees.

GENERAL STATEMENT OF DUTIES:

The Superintendent-Director of Norfolk County Agricultural High School is its Chief Executive Officer, is immediately responsible to the school's Board of Trustees and administers the policy guidelines established by the Trustees.

1. **A visionary and creative leader** who has the ability to effectively interact with internal and external constituencies in order to continue to move and improve educational initiatives that serve our students and families. The Superintendent demonstrates operational expertise and the ability to implement long-range educational and fiscal plans that benefit students. This leader demonstrates strong team-building skills and empowers other leaders by developing their knowledge and skills, delegating responsibilities, building leadership from within, and providing ongoing professional development and guidance. This person is an influential problem solver in the areas of fiscal management, collective bargaining, facilities, and other operational functions of the District. The Superintendent shall have strong management skills and enthusiastically approach the daily operations of the district with flexibility in addressing the pressing issues of the day. The Superintendent is a decision maker who can evaluate situations and make appropriate decisions after careful consideration. This leader can successfully multitask while keeping big projects at the forefront.
2. **An educator** who is committed to student excellence and achievement. The Superintendent must know the best practices in teaching and learning, be able to implement effective curriculum and instruction, assist in the selection of purposeful professional development, and employ systems of assessment that all result in increased achievement for all students. Norfolk County Agricultural High School is looking for a creative and innovative public school educator who possesses current experience and knowledge when supervising the instructional program. This leader must have a commitment to getting results, establishing effective systems and structures, making the tough decisions that will be required, and holding everyone accountable. The Superintendent will understand the challenges and needs of a small, agricultural county governed school district while also valuing and nurturing the advantages of such a district.
3. **Communicator and collaborator.** The Superintendent listens to and works to incorporate the thinking of others before making any final decisions. This leader has strong verbal, written, and digital communication skills and is accessible to all. The Superintendent must communicate often and with purpose. The Superintendent must be an inclusive leader, a team builder who is able to bring people together establishing trusting, authentic, transparent, inclusive, and respectful relationships with the Trustees, administration, staff, students, parents, alumni, curriculum advisory board members, and local, state, and national elected and appointed officials. A leader that has demonstrated a willingness, understanding, and ability to engage others in difficult conversations about educational equity, and what is necessary for all students to achieve and feel safe.
4. **An ethical leader:** The Superintendent has a strong work ethic and moral compass, who leads by example and holds high standards for self, teachers, staff, and students. A role model who possesses the characteristics of honesty, courage, accountability, humor, inclusivity, and empathy. This leader must make decisions, model, and behave in ways that demonstrate professionalism, integrity, justice, and equity and holds staff to the same standard.

5. **A community-centered leader** who values the uniqueness of the agricultural mission of the school. A leader who is excited about and committed to being visible in the school and with the community in a meaningful and discernible way. This leader must demonstrate cultural competence in bringing together and working collaboratively with the diverse groups and individuals that comprise Norfolk County Agricultural High School. The Superintendent is expected to be a person who invites the community to be involved with the school and likewise models the District's involvement with the community by participation in community events and organizations.

FINANCIAL:

1. Provide leadership in the development of a sound financial program and direct preparation of the annual school operating and capital budgets that are aligned with the district's vision, mission, and goals.
2. Analyze and interpret long-range financial needs of the school.
3. In conjunction with the Business Manager, propose, present, and interpret annual school operating and capital budgets and make periodic reports relative to the School's financial conditions to the Board of Trustees, Norfolk County Commissioners, Norfolk County Advisory Board, teachers, staff, and the general public.
4. Recommend to the Board of Trustees fees to be charged for adult education, rental of school facilities, student activities, and any other programs and services which may be provided by the school.
5. Review and approve all reports, which are required for reimbursement of funds to the school.
6. Oversee/Prepare Grant applications for submission to appropriate agencies, and monitor all fiscal and programmatic aspects of all grants received.

CAMPUS AND PHYSICAL PLANT:

1. Maintain a healthy, safe, clean, attractive, and environmentally sound school campus.
2. Analyze and make recommendations regarding the School's campus and facilities to ensure compliance with all building codes.
3. Administer the activities of those responsible for the maintenance and custodial care of buildings and grounds.
4. Work with the Massachusetts School Building Authority and Department of Elementary and Secondary Education to assure compliance with school facility regulations and processes.
5. Respond, as the school leader, to security, emergency and other needs on campus as they arise.

PUPIL PERSONNEL:

1. Administer the activities of those responsible for serving students in the areas of admissions and guidance, promotion, graduation, Chapter 766 Programs, discipline, records, food services, transportation, health, athletics, extracurricular activities, and safety.
2. Create and maintain a campus climate that enhances learning and is respectful of the school's unique mission.

3. Oversee those responsible for special education programs, and is responsible for compliance with Individuals with Disabilities Act (IDEA 2004) and the Massachusetts Special Education Regulations 603 CMR Provide reports to the Board of Trustees on the effectiveness of pupil personnel policies.
4. Provides reports to the Board of Trustees on the effectiveness of pupil personnel policies.
5. Ensures the existence of systems for recruiting, hiring, and retaining an effective and diverse workforce that meets the learning needs of all students.

COMMUNITY RELATIONS:

1. Administer the activities of those responsible for working with the School's Program and General Advisory Committees, parent groups, the Alumni Association, Foundation, agricultural and other organizations interested in and concerned for the welfare of the school.
2. Represent the school before the public and keep the public informed of the activities, needs, and successes of the school.
3. Recognize students who have achieved community, scholastic, athletic, and extracurricular honors and promote the accomplishments of teachers and staff to the internal and external school community.

EVALUATION FUNCTION:

1. Oversee and administer the district supervision and evaluation systems.
2. Provide leadership for those who evaluate the work of all personnel and administer the activities of those who evaluate the instructional program and all other aspects of the school.
3. Cooperate with Trustees in the evaluation of the Superintendent's performance.
4. Provide effective and timely supervision and evaluation of all staff in alignment with state regulations and contract provision.

QUALIFICATIONS:

1. Candidates shall possess a Certification as Vocational Technical Superintendent-Director as approved by the Massachusetts Department of Education (603 CMR 4.08).
2. Candidates shall have a minimum of five (5) years full-time administrative, supervisory, business management, counseling or instructional experience or a combination thereof in the area of vocational or occupational education; provided, however, that three (3) years acceptable managerial or supervisory experience in business or in industry may be substituted for three (3) of the five years experience requirement. Teaching experience is required.
3. Candidates must demonstrate proficient/exemplary ratings on the four Standards of Effective Administrative Leadership as defined by DESE during their most recent evaluation process.
4. Candidates preferably shall have a minimum of three years experience in grant writing and school building project management with grant reimbursements from federal, state, or private grant agencies.

5. Candidates shall have experience in facilities planning, funding, and management.

GENERAL INFORMATION:

BENEFITS:

1.25 Sick Days monthly, 3 Personal Days, Health and Dental Plans are available with the County paying 70% of premiums. A \$10,000.00 life insurance policy while an active employee. Upon retirement it reduces to a \$5,000.00 benefit.

POLICY:

Finalists are subject to a Criminal Offender Record Information Check (CORI), Sex Offender Registry Information Check (SORI) and Fingerprint Based Record Check in accordance with and as required by Massachusetts State law, which is satisfactory to NCAHS. In addition to a completed application, each candidate must provide current, pertinent, written references from three sources who were in a position to evaluate the applicant's performance on the job in accordance with all applicable state and federal rules and regulations, and in compliance with M.G.L. c. 6, §§ 167-178 and 803 CMR §§ 2.00.

APPLICATION PROCESS:

Projected Dates for Candidate Interviews: April 7, 2025 - April 10, 2025

Finalists will be selected by: Wednesday, April 16, 2025

The successful candidate will be identified by: Thursday, May 1, 2025

Please apply through schoolspring.com An application for the position of Superintendent-Director will be complete when the following information has been received:

1. A clear and definitive letter of interest which also identifies specific qualifications for the position
2. A current resume
3. Copy of college transcripts
4. Copy of Massachusetts Department of Education VocTech Superintendent/Assistant Superintendent certification

Please send or email a letter of interest and above information addressed to:

Mr. Paul G. Yorkis, NCAHS Board of Trustees
Attention: Laura Damon Executive Administrative Assistant to the Superintendent-Director
Norfolk County Agricultural High School
400 Main Street
Walpole, MA 02081
Phone (508) 668-0268 ext. 11207
e-mail: ldamon@norfolkaggie.org

AN EQUAL OPPORTUNITY EMPLOYER

The Norfolk County Agricultural High School conforms to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer who does not discriminate on the basis of race, color, sex, gender identity, sexual orientation, religion, national origin, disability status, genetic information and testing or the Family and Medical Leave Act in its education activities or employment practices as required by Title IX of the 1972 Federal Education Amendments, by Section 504 of the 1973 Rehabilitation Act and by Chapter 622 of the General Laws of the Commonwealth of Massachusetts. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individual who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

A service to Norfolk County-Regional Government representing twenty-eight communities of: Avon, Bellingham, Braintree, Brookline, Canton, Cohasset, Dedham, Dover, Foxborough, Franklin, Holbrook, Medfield, Medway, Millis, Milton, Needham, Norfolk, Norwood, Plainville, Quincy, Randolph, Sharon, Stoughton, Walpole, Wellesley, Westwood, Weymouth, Wrentham