



Marlborough Public Schools

Job Description

Title:

Interim Superintendent

Work Year:

(12) Months

Compensation:

Salary to be negotiated with the School Committee based on experience and qualifications.

Qualifications:

1. Massachusetts Department of Elementary and Secondary Education (DESE) certification as a Superintendent/Assistant Superintendent.
2. Minimum Master's Degree: CAGS or Doctorate preferred.
3. Minimum of 5 years successful educational administrative experience.
4. Demonstrated experience with large multilingual populations preferred.
5. Demonstrated leadership and management experience.
6. Current knowledge of and commitment to research-based teaching and learning and understanding of current standards-based education in Massachusetts.
7. Demonstrated ability to work collaboratively with school department and city personnel and with community and business representatives.
8. Proven competence in complying with state and federal laws, regulations and requirements regarding student, school, and district accountability in a community with a diverse student population.
9. Proven competence in analyzing data regarding student performance to aid decision making in planning/revising/refining curriculum, instruction and assessment for the district in 21st century learning.
10. Proven competence with turning strategy into actionable plans with measurable results.
11. Demonstrated ability to develop leadership knowledge, skills and ability in others within the organization.
12. Teaching experience preferred.

Job Goal:

To lead the Marlborough Public Schools in developing, maintaining and steering the district in all aspects in pursuit of educational excellence; and to improve the learning experience for every child we serve.

Performance Responsibilities:

1. Evaluates on an annual basis the effectiveness of administrative and supervisory personnel in meeting district goals. Evaluations will be in writing using electronic district resources.
2. Development of strong educational programs through curriculum, personnel administration and budget control in meeting district goals.
3. Keeps current with educational trends through professional development and shares them with the committee.

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4. Attends and participates in all meetings of the full school committee except when own employment or salary is under consideration.
5. Advises the committee on the need for new and/or revised policies and sees that all policies of the committee are implemented.
6. Prepares the annual operating budget recommendations and implements the committee approved budget with collaboration of the administrative team in meeting district goals.
7. Prepares and submits to the committee detailed recommendations relative to all matters requiring committee action in meeting district goals.
8. Informs and advises the committee in a timely manner about the programs, practices, and problems of the schools, and keeps the committee informed of the activities operating under the committee's authority.
9. Manages personnel activities such as transfers, reductions in force, terminations, and discipline in conjunction with the Director of Human Resources, Principals, and Administration.
10. The Interim Superintendent shall keep all school committee members informed about school operations and programs, including changes in personnel. Identify and articulate the needs of the school system to the school committee. Provide all school committee members with appropriate background information in advance of each committee meeting.
11. Holds meetings with teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
12. Keeps the public informed about modern educational practices, educational trends, and the policies, practices, and issues in the district's schools.
13. Submits to the committee a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums.
14. Collaborates with the School Committee and their labor attorney regarding the committee's negotiating positions with respect to employee organizations.
15. Works as directed and in collaboration with the School Committee in collective bargaining with the various employee organizations.
16. Coordinates the orderly administration of negotiated contracts with employee groups of the school district.
17. Always represents the district in a positive, professional manner at School and City functions.
18. Serves on committees, task forces, and as a liaison to emergency management functions by appointment by Mayor and School Committee.
19. Regularly meets with leadership from labor groups to maintain open and respectful communication.
20. Maintains confidential information and follows state and federal laws to protect student and staff information.
21. Deep understanding of the challenges and opportunities faced by individuals from all backgrounds across general education, special education, and large multilingual learner populations, paired with a demonstrated ability to create learning environments that support all students, families, and staff to success.
22. Performs other tasks assigned by the committee.

Evaluation:

The Interim Superintendent's Performance will be evaluated by the School Committee.

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Marlborough Public Schools

Supervises:

Assistant Superintendent for Teaching and Learning
Assistant Superintendent for Student Services and Equity
Director of Finance and Operations
Director of Human Resources
School Principals
Executive Secretary
Director of Instructional Technology
IT Director (*In conjunction with the Mayor*)
Communications Coordinator

An Equal Opportunity Employer

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As of March 31, 2025

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