

Queensbury Union Free School District

Superintendent for Schools

Minimum Requirements:

New York State School District Administrator (SDA) and/or School District Leader (SDL) certification; demonstrated experience as an effective leader and supervisor; experience and/or ability to lead or help lead educational programs; demonstrated proficiency in oral and written communication; evidence of success in public/media relations; ability to understand, develop and monitor a budget; creative problem solving and strong interpersonal skills.

Preferred Requirements:

Successful administrative experience at the district-wide administrative level; demonstrated knowledge and/or experience with collective bargaining matters and negotiations; demonstrated knowledge of K-12 state and local assessments and school accountability; experience and/or ability to make difficult decisions and embrace change in an effort to do with what is in the best interest of all students.

Reports to:

Board of Education

Purpose of Position:

The superintendent is the chief executive officer of the Queensbury Union Free School District (the "District") and is responsible for the effective operation of the District; for the general administration of all instructional, business or other operations of the District; and for advising and making recommendations to the Board of Education (the "Board") with respect to such activities.

Key Functions:

- A. Responsibility to the Board of Education: Work effectively with the Board of Education, including the execution of organizational goals and objectives. See to the execution of all decisions of the Board. See that sound plans of organization, educational programs and services are developed and maintained for the Board. Other responsibilities to the Board include but are not limited to:
1. Assure the Board is informed of the condition of the District's educational system:
Foster communication between the Board and the staff of the school system;
relay all communications by the Board regarding personnel to district employees and receive from all school personnel any communications directed to the Board;
 2. Prepare the agenda for Board meetings:
Prepare and submit recommendations to the Board relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions;

3. Submit to the Board a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums;
4. Develop and recommend to the Board objectives of the educational system; see to the development of internal objectives which support those of the Board;
5. Develop and recommend to the Board long-range plans consistent with population trends, cultural needs, and the appropriate use of District facilities, and see to the development of long-range plans which are consistent with Board objectives.

B. Master Planning: Primary oversight of short-term and long-term planning for the District, including but not limited to the following areas:

1. Strategic Planning;
2. Educational Programming;
3. Master Site Planning;
4. Facilities/Building Planning;
5. Security Planning;
6. Internal and external studies are conducted for planning purposes.

C. Oversight of Educational Programs: Direct the work of appropriate administrators and staff in the development, implementation and evaluation of curriculum and the improvement of instruction, and recommends the expansion or modification of educational programs with the intent to improve the performance of students. Oversight of educational programs is including but not limited to the following:

1. Establish a system for curriculum development with the Assistant Superintendent for Curriculum and Instruction;
2. Collaborate with the Assistant Superintendent of Curriculum and Instruction to ensure a system exists for the supervision and assessment of instruction;
3. Supervise the assessment of student performance and modifications or expansion of the educational programs;
4. Coordinate and participate in District curriculum council committee meetings and other curriculum related meetings, as necessary;
5. Organize, implement, and evaluate a comprehensive professional development program to support the curriculum and instruction program.

D. Personnel and Employee Relations:

1. Provide for the optimum use of the staff of the District. See that the District is staffed with competent people who are delegated authority commensurate with their responsibilities. Define the duties of all personnel;
2. See that appropriate in-service training is conducted. Summon employees of the District to attend such regular and occasional meetings as are necessary to carry out the educational program of the District;
3. Prior to action by the Board, recommend the appointment, discipline or termination of employment of the teaching, non-teaching, and administrative personnel of the District;
4. With the assistance of the Director of Human Resources, oversee the recruitment and retention of staff for the District;
5. Evaluate direct reports;

6. See that effective relations with the District's nine employee organizations are maintained; assume ultimate responsibility for collective negotiations with employees of the District.

E. School and Community Public Relations:

1. Be directly responsible for all news releases and/or other items of public interest emanating from all District employees which pertain to education matters, policies, procedures, school related incidents or events. Approve media interviews of this nature with District employees;
2. Establish and maintain liaison with community groups that are interested or involved in the educational programs of the District;
3. Establish and maintain liaison with other school districts, BOCES, State Representatives and other elected officials, Queensbury Town Board, Warren County Board, the State Education Department, colleges and universities, and the U.S. Department of Education.

F. Fiscal Planning and Control: Develops and implements a large scale budget to sustain quality programs, leverage all other available forms of state aid and to find efficiencies where needed, works closely with the Assistant Superintendent for Business, the Audit Committee (BOE as a whole), and Internal and External Auditors to ensure the following:

1. Develop short and long term financial plans, including provisions for future liabilities;
2. Proper fiscal controls are in place and oversight is maintained of the District's \$54 million General Fund and additional funds, as well as the physical assets of the District;
3. Communicates fiscal and programmatic priorities to the Board of Education and all stakeholders. The Superintendent will be able to demonstrate her/his ability to evaluate and further develop the district's multi-year fiscal plan.
4. Annually develop educationally and fiscally responsible budget to recommend to the Board and voters.

G. Advocacy

1. Prepare annual advocacy priorities based upon districts needs and goals;
2. Vigorously advocate with the New York State Legislature, Congress, Board of Regents and other entities as needed;
3. Collaborate with regional school districts and state organizations, including but not limited to NYSCOSS and NYSSBA to achieve shared advocacy objectives.

H. School Support Services: Have a working knowledge of school support services. Able to effectively work with the Assistant Superintendent for Business, and the Directors of Human Resources, Technology, Facilities, Transportation, and Food Services to ensure the following:

1. Personnel matters are dealt with properly;
2. Progressive and integrated technology plan is implemented;
3. Individual capital projects are completed as part of the overall capital planning;
4. Well maintained facilities and grounds;
5. Effective and efficient student transportation system and
6. Quality food service program is maintained and financially self-sustaining.

I. Other Duties:

1. File, or cause to be filed, all reports, requests and appropriations as required by various governing bodies and/or Board policies;
2. Act on own discretion in cases where action is necessary on any matter not covered by Board policy or directive. Report such action to the Board as soon as practicable and recommend policy in order to provide guidance in the future;
3. Perform other related duties as assigned by the Board of Education.

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