

PAWTUCKET PUBLIC SCHOOLS

Superintendent of Schools Job Description

The Pawtucket Rhode Island School Committee is seeking a dynamic, proven educator to lead the Pawtucket School District into the future. The district consists of three high schools (one specializing in the arts), three junior high schools and ten elementary schools, and has an annual budget of over \$100 million. Our diverse school population of 8,400 has students from more than 50 countries who speak over 25 different languages.

Pawtucket, a small urban city of about 73,000, is located in Southern New England bordering the capital city of Providence. Pawtucket is located on major transportation arteries allowing for easy access to metropolitan hubs such as Boston and New York City. Pawtucket is approximately a 45 minute ride to beautiful ocean beaches and about 2 hours to some of the best skiing in New England. Pawtucket is rich in history and over the last 15 years, has become a recognized center for The Arts with a wide variety of cultural opportunities for adults and children.

Candidates must possess the following qualifications:

- Must be licensed or be eligible for a license as a Rhode Island Superintendent of Schools, which minimally requires a Masters' Degree.
- In-depth knowledge of Pre K – 23 curricula, instruction & assessment, current and on-going educational trends, and federal/state mandates.
- A proven innovative leader to drive and manage change in a dynamic environment with demonstrated experience at raising achievement within a school system serving a diverse student population.
- An excellent communicator with proven skills in creating positive connections between the school and community who fosters a collegial team effort among administrators, staff, School Committee, and all major stakeholders of the school district—including but not limited to students, parents, unions, municipal and state officials, the public and media.
- Knowledgeable and experienced in budget development and fiscal management and is adept at securing the financial and other necessary resources to meet the educational needs of the school system.
- Experienced at building and managing a highly-effective teaching, administrative, and support staff.

Overview of Position

The Superintendent of Schools shall be the chief administrative agent for the Pawtucket School Committee. The Superintendent is responsible for the execution of School Committee policy, for carrying out all duties as prescribed by State and Federal Law and for providing leadership in developing, achieving, and maintaining the best possible educational programs and services.

Responsibilities

A. Relationship with the School Committee

- Implements School Committee policies and advises them on the status and effectiveness of district policies and practices related to teaching and learning, finance, facilities, human resources, labor-management relations, operations, and community engagement.
- Attends and participates in School Committee meetings to inform and receive feedback from the public, support the School Committee's deliberations, and to provide the data and information needed to advance the quality and effectiveness of the School Committee's communication and decision making.
- On an annual basis, formulates and submits system-wide goals and the progress made toward their attainment for School Committee review and approval.
- Works with the School Committee and the broader public to develop a vision for the district and a comprehensive long-range plan that addresses the educational needs, goals and aspirations of the community.

B. Educational Leadership & Curriculum

- Insures that the district's supports and interventions in curriculum, instruction, assessment and evaluation promote the progress of all students and the attainment of the district's goals for student achievement and school performance, particularly for students and schools that are currently struggling to meet goals established by the School Committee and the Rhode Island Department of Education.
- Uses data and research, along with knowledge of federal, state and municipal policies to inform the School Committee's decision-making and the development of short-term and long-term district policies, supports, and interventions in teaching and learning.
- Informs and consults with the broader public and the district's key partners, collective bargaining units, and stakeholders about the progress and effectiveness of the district's supports and interventions for teaching and learning.

C. Human Resources

- Insures that the district recruits, assigns, develops, and provides staff with the expertise, qualifications, and experience needed to advance district goals for student achievement and school performance.
- Insures that all staff, full-time, part-time, and temporary, are recruited, assigned, developed, evaluated, and compensated in accordance with federal, state and local policies, practices and contractual agreements.
- Provides essential information to enable the School Committee to negotiate contractual agreements.
- Communicates with and engages school district staff to keep abreast of their needs and concerns, to inform them about the nature and effectiveness of district plans, policies and practices, and to advance School Committee and public deliberations.

D. Budget

- Prepares annual operating budget recommendations based on guidelines set by the School Committee and in compliance with State and Federal laws.
- Provides the School Committee with data and information obtained from municipal, state, and community leaders that is necessary to develop and approve a fiscal year budget.
- Implements the approved budget and insures that school district operations are led and managed within budget confines and in accordance with municipal, state, and federal policies and practices.

E. General Management

- Works with the School Committee to develop, implement and assess policies and practices that assure the safety and welfare of staff and students, and that promote their effective engagement and performance in activities that occur in district facilities (schools, central administration) or in off-site activities sponsored by the district.

F. Facilities

- Determines short and long-range facility needs with regard to maintenance, operations, and construction, which is forwarded to the School Committee for its approval.
- Works with the School Committee to build public support for, and to acquire the resources necessary to develop and implement a facilities plan that insures the safety and well-being of students and staff, and that fosters conditions that promote their engagement and performance.

G. Communications/Public Relations

- Works with the School Committee to insure that students, staff, parents and the broader public have the data and information needed to assess the nature and effectiveness of district policies and practices.
- Develops and maintains strategies and tools that foster informed and collaborative relationships involving school district teachers, administrators and support staff, students and parents, collective bargaining units, municipal and state officials, media, and with the public at-large.

School District Statistics

School Buildings	Enrollment
Elizabeth Baldwin School	697
M. Virginia Cunningham School	492
Flora S. Curtis Memorial School	322
Curvin-McCabe School	386
Fallon Memorial School	597
Nathanael Greene School	519
Agnes E. Little School	407
Potter-Burns School	542
Francis J. Varieur School	347
Henry J. Winters School	446
Lyman B. Goff Junior High School	447
Joseph Jenks Junior High School	477
Samuel Slater Junior High School	557
Charles Shea Senior High School	1,106
William E. Tolman Senior High School	1,367
Jacqueline M. Walsh School for Performing Arts	125

Number of Classroom Teachers: 648

Number of Other Support Staff: 322

Central office staff in addition to the Superintendent: Deputy Superintendent for Curriculum, Instruction, and Assessment; Business Administrator; Director of Special Education; Assistant Directors of Special Education; Director of Computer Services; Director of ESL; Director of Secondary Reform; Director of Physical Plants; plus: Coordinator of Curriculum, Instruction, and Assessment; Coordinator of Mathematics and Science; Coordinator of Literacy; Coordinators of Teacher Technology; Coordinator of Home Instruction; Coordinator of Early Childhood Programs.

School Committee

The School Committee is composed of seven members who are elected at-large for a two-year term of office.

Visit Pawtucket's web site: <http://www.psdri.net>

Application Process

The vacancy is due to the retirement of Superintendent Hans Dellith who has served the district with distinction for the past twelve years.

The New England School Development Council (NESDEC) has been retained by the Pawtucket School Committee to assist in the search for a new superintendent. To be considered for this position, candidates are requested to submit all of the following:

- An application for the position.
- A letter stating personal qualifications, educational philosophy, experience and reasons for interest in the position.
- A current resume.
- College/university placement papers and academic transcripts indicating degrees.
- Three current letters of recommendation, but not more than five.
- Verification that the candidate holds or will be qualified to hold a Rhode Island license as a Superintendent.

All application materials should be received at NESDEC by **April 8, 2010**. Selection of the new superintendent is expected by the beginning of June.

Materials should be requested from and mailed to:

Dr. Arthur Bettencourt
Pawtucket Superintendent Search
NESDEC
28 Lord Road
Marlborough, MA 01752
508.481.9444
search@nesdec.org

To download an application go to www.nesdec.org

It is the policy of the Pawtucket School Department not to discriminate on the basis of sex, age, marital status, race, religion, national origin, color, creed, political affiliation, or handicap in its employment policies. Inquiries regarding compliance with applicable laws and regulations may be directed to: Affirmative Action Officer, School Administration Building, P.O. Box 388, Pawtucket, RI 02862