

MANSFIELD PUBLIC SCHOOLS

Superintendent of Schools Job Description

Job Title: Superintendent of Schools

Reports to: The Mansfield School Committee

Supervises:

Directly supervises district-level administrators and holds ultimate supervisory authority over all other personnel employed by the district.

Summary:

The Superintendent serves as the Chief Executive Officer of the Mansfield Public Schools, overseeing its overall planning, operations, and performance. Acting as the primary advisor and support to the School Committee, the Superintendent provides recommendations on decision-making, policies, and strategic planning, while serving as the Committee's official agent to district staff. This role includes selecting, organizing, and leading the district's management team, driving district-wide planning and staff development, and ensuring robust operational and financial controls are in place.

Minimum Qualifications, Skills, and Experience:

Education:

Master's degree in Education or related field, with additional continuing education or professional development related to district leadership or emerging educational trends.

Certification:

- Current and valid initial or professional licensure as a Superintendent by the Massachusetts Department Elementary and Secondary Education or current and valid superintendent licensure in another state and ability to receive Massachusetts licensure by time of hire.

Experience:

- Experience as an educator in a public PreK-12 district
- Minimum of five years of demonstrated successful performance that includes experience as an educator, building or department leader, or administrator
- Experience in fostering equitable practices, addressing diverse student needs, and implementing culturally responsive policies
- Experience managing budgets, resources, or financial accountability, including experience and successful track record of collaboration and negotiation with collective bargaining units
- Experience managing crises, including emergencies, public relations, or safety challenges

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- Expertise in using data for instructional improvement, district evaluation, or resource allocation
- Demonstrated ability to develop policy, strategic plans, and related initiatives to advance student learning

Skills and Attributes:

- Strong communication and interpersonal skills to manage internal and external stakeholders effectively
- Ability to work collaboratively with unions, school committees, or local government entities
- Ability to foster community, student, family, stakeholder and/or board relationships
- Familiarity with educational technology systems or digital learning tools
- Well-versed with state and federal regulations, including (Every Student Succeeds Act (ESSA), Individuals with Disabilities Education Act (IDEA), and Title IX

Preferred Qualifications and Experience:

- Doctorate in Education preferred or related field
- Experience serving as a Superintendent of a Local Educational Agency (LEA) of similar needs, size, and demographics
- Familiarity with Massachusetts and with the Massachusetts Department of Elementary and Secondary Education curriculum frameworks and learning standards

Alternatives to the above qualifications as the School Committee may find appropriate and acceptable

Criminal history background check and proof of U.S. citizenship or legal resident alien status is required

Job Goal:

To lead the school system in providing the highest-quality educational opportunities, in alignment with the district's mission and vision, ensuring every student feels valued, experiences a sense of belonging, and is empowered to achieve their full potential academically, socially, and emotionally.

Performance Responsibilities Include:

Instructional Leadership:

- Facilitates the development of and implements a collaborative effort to seek fulfillment and refinement of the educational vision, mission, and beliefs and assists the School Committee in setting priorities for the school system.

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- Communicates the educational vision, mission, and belief standards effectively to all stakeholders.
- Demonstrates knowledge of developments and trends in education.
- Provides coordination, direction and leadership of the entire education program.
- Enable the staff to be responsive to the educational needs and expectations of the students, their parents/guardians and the community.
- Monitors and evaluates student performance data, instructional practices, and curriculum to drive continuous improvement and ensure equitable opportunities for all students.

Management, Operations, and Financial Planning:

- Oversees compliance with all laws, regulations, and School Committee policies.
- Develops and recommends to the School Committee policies, positions and actions affecting all activities, programs, facilities and staff.
- Informs and advises the School Committee about the programs and practices in the schools and keeps the School Committee informed of the activities operating under the Committee's authority.
- Recommends objectives and long-range plans for the improvement and evaluation of curricula, programs, budgets, and facilities.
- Maintains a positive working relationship with the Town government and its agencies.
- Responsible for the hiring, assigning, and transfer of all licensed and non-licensed personnel in the district as set forth in the Education Reform Act of 1993.
- Implements recruitment procedures designed to attract the highest caliber of employees to the district.
- Evaluates in accordance with established procedures all administrative personnel under their direct supervision.
- Responds appropriately to employee grievances or problems in accordance with applicable School Committee policies, collective bargaining agreements, and/or state/federal laws and regulations.
- Leads negotiations with recognized employee bargaining units.
- Communicates to the staff matters relating to policy changes or other Committee actions affecting school personnel.
- Ensures effective staff development focused on improving the educational and operational programs for each of the schools in collaboration with the School Committee, administration, and District.
- Directs the preparation of the annual budget for consideration by the Committee and oversees the administration of the budget as enacted by the Committee.
- Aligns budgeted funds and resources to achieve agreed upon strategic goals.

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- Involves principals and other administrators in the budget development process.
- Serves as a liaison with the community and governmental bodies, such as the Finance Committee and Town Meeting throughout the budget development process.
- Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget. Reports such to the Committee quarterly.
- Provides the Committee with ideas and information in the areas of short- and long-term capital improvements, organizational changes, personnel projections, and program development that will have budgetary ramifications.

Family and Community Engagement:

- Attends and participates in all meetings of the School Committee as appropriate.
- Represents the Committee as a liaison between the district and community organizations, institutions, and agencies.
- Ensures that the Committee chair is well-informed of substantial matters of importance or cost to the district as well as matters that could reasonably come before the Committee.
- Committed to authentic community engagement. Views families, students, and community members as partners and is prepared to implement decision-making processes that seek community input in formulating the right problems to solve and in developing solutions.
- Track record of and commitment to being visible and actively engaged in the schools and community to address issues that are deemed as important to families and community values and cultures.
- Establishes and maintains a program of public relations to keep the community well informed of the activities and needs of the schools.
- Attends the relevant portions of Town Meeting and Finance Committee or Select Board meetings and speaks on matters affecting the District when necessary and/or at the request of the School Committee.
- Fosters a positive relationship between and among the schools, business partners, private educational institutions, and community through frequent communication efforts and participation in public school activities and planning.

Professional Culture:

- Fosters a shared commitment to high standards of teaching and learning with high expectations for achievement for all.
- Demonstrates a collaborative leadership style that is open-minded, inclusive, and decisive.

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- Ensures that district policies and practices enable staff members and students to interact effectively in a culturally diverse environment in which students' backgrounds, identities, strengths, and challenges are respected.
- Demonstrates strong interpersonal, written, and verbal communication skills, diplomacy, and the ability to motivate and influence to foster positive relationships with parents, staff, students, and community leaders.
- Creates a collaborative culture among school leaders, teachers, and central office staff that focuses on supporting the work of teaching and learning in the classroom and throughout schools.
- Employs strategies for responding to disagreement and dissent, constructively resolving conflict, and building consensus throughout the district/school community.

Terms of Employment:

Individual employment contract. Three-year appointment. Salary and other conditions of employment as established through contract with the School Committee. Must be available beyond 40 hours per week for meetings of the School Committee, frequent evening, and weekend events, as well as for emergencies, to meet the needs of the district.

Evaluation:

Performance of this position will be evaluated annually in accordance with Massachusetts laws, DESE regulations, and School Committee Policy.