

An invitation to apply

SUPERINTENDENT OF SCHOOLS

Provincetown Schools IB World School, Provincetown MA



QUALIFICATIONS

- Master's degree in education; advanced degree preferred.
- Massachusetts licensure as Superintendent.
- 10 years of experience in public education, including administrative and classroom experience in primary and/or middle years schools.
- International Baccalaureate (IB) experience strongly preferred and commitment to it required. Depending on the Superintendent, they may be contractually obligated to go through IB training within the first year on the job and will be required to continue their IB professional development.
- Proficient budget development and reporting skills.
- Excellent communication and managerial skills.

SELECTION CRITERIA

The successful candidate will:

- Demonstrate a history of successful team building and leadership experience.
- Utilize a visible, participatory management style -the ability to be inclusive in decision making.
- Demonstrate excellent communication skills, be a strong well-spoken person who can engage all stakeholders.
- Demonstrate a proven record of success in Curriculum Development, Implementation and Review.
- Demonstrate successful financial management skills and believe in a transparent budget development process.
- Demonstrate knowledge of creating a budget using MUNIS (Municipal Uniform Information System) and the ability to routinely analyze and monitor it.
- Develop a positive program of communication and public relations informing the community of the activities and needs of the school system.
- Demonstrate success involving parents and community members in the school system.
- Demonstrate experience in building relationships with municipal officials and community leaders.
- Demonstrate accessibility to students, staff, parents, and community members.
- Demonstrate a successful track record in obtaining out-side funding including grants, partnerships, etc.

Visit our website at:

<https://www.provincetownschools.com>

SALARY AND CONTRACT

- Three-year contract, salary negotiable and competitive with neighboring communities.

THE SCHOOL DISTRICT

Student enrollment 2024-25: 184

Infants and Toddlers: 29

PK-8: 155

Budget: FY25: \$6,905,072.38

School Buildings

- VMCC - 2 Mayflower Street
Infants and toddlers (0-2.5)
Preschool & PreK
- Provincetown Schools - 12 Winslow Street
Grades K - 8

Administration and staff

Superintendent (1)
Human Resources (1)
Business Manager (1)
Principal (1)
Director of Special Ed (.6)
Technology integration Specialist (1)
ELC - PreK/Pre S teachers (9)
PYP and MYP teachers (16)
Specialists (6)
Paraprofessionals (11)
Nurses (1)
Admin. Support-School (1)
Custodian/Maintenance (3)
Food Services (2)

The Provincetown School District is an equal opportunity employer.

SCHOOL COMMITTEE MEMBERS

Matthew Gunn, Chair • Galen Malicoat Vice-Chair • Ngina Lythcott • Adrianna Stefani • Terese Nelson

KEY RESPONSIBILITIES

- Commit to the International Baccalaureate (IB) teaching and learning and exemplify IB attributes.
 - Maintain academic excellence for ALL students.
 - Oversight of high school aged students in grades 9-12.
 - Development of hands-on budget.
 - Continued development and implementation of a Strategic plan.
 - Negotiate with Collective Bargaining Units.
 - Establish a collaborative relationship with the school committee.
 - Work effectively with the Town.
 - Honor the Anti-Racism Resolution adopted by the School Committee.
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TIMELINE 2024/25

December 31, 2024	Applications due
March 3, 2025	Semifinalists/Finalists selected
April 1, 2025	Finalist Interviews/site visits
On/before April 15, 2025	Selection of new Superintendent
July 1, 2025	Start date

APPLICATION PROCESS

Applications available at www.masc.org.

Applications should be submitted to amartin@masc.org with the subject line Provincetown Superintendent Search.

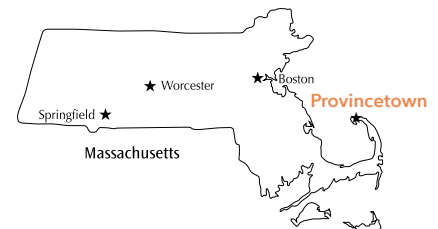
For more information, contact Glenn Koocher (617-733-0497) or email at gkoocher@masc.org

- Completed application information must be received on or before 5:00pm, **December 31, 2024**.
 - The appointment will be made **on/before June 29** with anticipated starting date of **July 1, 2025**.
 - **Please do not contact school committee members or members of the school administration.**
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COMMUNITY PROFILE

About Provincetown Schools

Provincetown Schools is an International Baccalaureate School. We are very proud of our accreditation. We are a small school with approximately 160 students from our infant and toddler program through 8th grade. We have a diverse student population and an active town community that truly supports our students. Our town is steeped in culture, tradition and history.



The School Committee is looking for a full time superintendent to take on the challenges of continuing our IB accreditation and helping our students and staff achieve academic excellence with a strong emphasis on project based learning. We are a small rural district. The expectations of a Superintendent is to be able to have a hands-on approach with administrative duties. We are seeking someone with strong communication, leadership, and partnership skills to lead our school district into the future.