

The Madison Board of Education shall employ a Superintendent to serve as the chief executive officer of the Board. He/She shall be responsible for the management of the school system within local, State and Federal laws and regulations, and Board policies. The Superintendent shall be accountable to the Board, and execute all board policies and decisions. As the educational leader of the district, he/she shall develop and implement programs consistent with the goals of the Board. The Superintendent is to administer all school operations and programs so as to maximize both efficiency and educational opportunity in the district.

The Superintendent shall be certified in accordance with the requirements of the State of Connecticut. The Board shall establish and maintain a job description for the office of the Superintendent of Schools which defines the responsibilities and expectations of the position. The employment of the Superintendent shall be determined by Board election wherein a majority of all members shall be required for confirmation.

The Board shall provide a written contract of employment which shall not exceed three (3) years in duration, as limited by law. This contract shall include, but not be limited to: salary, employment, benefits and term of office. The contract shall be kept on file at the Central Office of the Board, as a matter of public record, in accordance with State statute.

Superintendent's Responsibilities:

General responsibilities of the Superintendent of Schools include, but are not limited to, the following areas:

Board Relations:

- Assist the Board in the development and review of policies and establish administrative procedures for their implementation;
- Inform the Board of its statutory obligations and limitations;
- Communicate with the Board in a timely manner and provide necessary information to allow the Board to adequately consider proposals, recommendations and actions. In cases where emergency action must be taken within the school system, the Superintendent shall have the power to take appropriate measures in accordance with Board policy.

Staff:

The Superintendent is responsible for the management of all employees of the school district. He/She shall organize the staff of the school system to achieve its objectives and goals, and identify lines of primary responsibility for all employees. He / She shall:

- Recommend qualified persons for appointment by the Board to all certified administrative positions, in accordance with Policy #4112;
- Hire all certified personnel, with the exception of administrative personnel, and non-certified personnel in collaboration with appropriate administrators;
- Recommend to the board the transfer of any administrative personnel;
- Assign, transfer and evaluate all personnel, except as indicated above, in collaboration with appropriate administrators;
- Delegate the exercise of power and/or discharge of duties to appropriate school personnel. Such delegation does not relieve the Superintendent of responsibility for any actions taken under such circumstances.

Curriculum and Instruction:

- Provide educational leadership to the Board, staff and students;
- Oversee curriculum evaluation, planning and program development;

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- Provide opportunities for the professional development of the staff;
- Keep abreast of current educational trends.

### Budget:

- Prepare and recommend the annual operating budget of the school system to the Board for its review and approval;
- Implement the budget following town approval;
- Manage the budget in a fiscally responsible manner.
- Develop long-range plans for the district which promote budget stability and encompass short-term considerations.

### Community:

- Establish and maintain a public relations program to inform the public about the activities, achievements and needs of the district;
- Encourage community input and involvement in the Madison Public Schools.

### Monitoring Goals and Annual Progress Report:

The Superintendent shall monitor the progress of the schools in achieving the goals of the Board regarding curriculum, school environment and school operations.

Annually, by the last regularly scheduled Board meeting in June, the Superintendent shall provide a written summary of the proceedings of the Board, and conditions and progress of the schools, as well as plans and suggestions for improvements of the schools.

### Superintendent Evaluation:

**#2131** (cont.)

The performance of the Superintendent shall be evaluated by the Board annually, in accordance with criteria and guidelines mutually predetermined and agreed to by the Board and the Superintendent.

(cf. 4111 Recruitment / Selection)  
(cf. 4112 Hiring of Personnel)

Legal Reference: Connecticut General Statutes

10-145 Certificate necessary for employment

10-157 Superintendents. Relationship to local or regional board of education; verification of certification status, written contract for employment; evaluation of Superintendent by board of education.

1-210 Access to public records. Exempt records.

1-214 Public employment contracts as public records

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