

Business Operations/Resource
Management Subcommittee Meeting
Tuesday, March 22, 2016 6:00 PM Eastern

New Fairfield Community Room
3 Brush Hill Road
New Fairfield, CT 06812

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
 - II.A. February 18, 2016 - Regular
- III. ACTION ITEMS
- IV. INFORMATION ITEMS
 - IV.A. Summary of Budget vs. Actual Expenditure/Encumbrances Report for
FY 2015-16 at February 29, 2016
 - IV.B. High School Principal Search
- V. OTHER
- VI. ADJOURNMENT

COMMUNITY AND SCHOOL PROFILE

Located on the shore of Candlewood Lake, New Fairfield is a place of uncommon natural beauty in all seasons. Bordering New York State, with the city of Danbury to the south, the town of Sherman to the north and Candlewood Lake to the east, New Fairfield is a community of 13,953 residents and 25.3 square miles. New Fairfield was incorporated in 1740. Major commuting routes include State Route 37, State Route 39 and Milltown Road from New York State.

NEW FAIRFIELD PUBLIC SCHOOLS MISSION STATEMENT

*We are a community of learners
dedicated to academic, social, and personal excellence.*

CORE BELIEFS

To foster a culture of lifelong learning and responsible citizenship, we believe that

- each child is every adult's responsibility;
- a safe and healthful environment is essential;
- a family, school, and community partnership is critical to student success;

and that we must

- support and promote global awareness, diversity, integrity, and the dignity of each individual;
- foster a culture of professionalism and collegiality;
- evaluate the present in order to plan for the future.

Three-to-Five Year Goal

To use 5Cs—critical thinking, communication, collaboration, creativity, and connections—to drive instruction and improve each student's achievement in alignment with the Core State Standards.

New Fairfield High School



MISSION STATEMENT

New Fairfield High School strives to provide a safe educational environment in which students RESPECT the right for all to become ENGAGED learners and responsible citizens who BELONG, EXCEL and LEAD within a diverse society and changing world.

New Fairfield High School, built in the 1970's, was retrofitted in the 1980's and again in 1996. A renovation to the science wing was completed in 2010. The current high school enrollment, grades 9-12, is approximately 980 students with 85 faculty members. NFHS was most recently accredited by the *New England Association of Schools and Colleges* in 2008. NFHS has been recognized by *Newsweek Magazine* as one of the 1300 outstanding high schools in the country and in the *Washington Post* was named among the nations *Most Challenging High Schools*.

CURRICULUM

A challenging college preparatory curriculum is offered to all students. Students demonstrating the potential can also choose from an additional 22 Advanced Placement courses and 15 Honors Courses. The NFHS Program of Studies can be found on the school website at <http://www.newfairfieldschools.org>.



QUALIFICATIONS

The New Fairfield Board of Education is seeking to employ an outstanding High School Principal who demonstrates the following:

- * Certification: Hold a current Connecticut Intermediate Administrator and Supervisor Certification (#092) with unquestionable integrity
- * Experience: Demonstrated leadership ability with at least five years experience as a supervisor or administrator
- * Skills: Proven ability in instructional technology, communication, collaboration, problem solving, creativity, and innovation
- * Instructional Leader: Experience in overseeing curriculum implementation to maximize student learning
- * Professional Record: Verified record of professional excellence
- * Community and Public Relations: Demonstrated ability to speak effectively in public

GENERAL DUTIES

The High School Principal will be directly responsible to the Superintendent of Schools for the overall operation of grades nine through twelve. The principal will be expected to exert leadership both personally and professionally. S/he will assume responsibility for curriculum, instruction, assessment, discipline, supervision, evaluation, budget preparation, plant management, and public relations.

- * Ensure instruction and assessment support the curriculum.
- * Oversee implementation of the curriculum using the Core State Standards.
- * Lead use of technology to support instruction in a 1:1 environment.
- * Guide a professional learning community.
- * Supervise and evaluate staff.
- * Use data to improve the teaching and learning process.
- * Provide leadership for both the staff and student body.
- * Continue Positive Behavioral Interventions and Supports (PBIS).
- * Support a program of professional staff development.
- * Supervise the student body at all cocurricular activities.
- * Project a positive image of the school to the community.
- * Assist the Superintendent in the selection of staff.
- * Assist the Superintendent in the preparation of the budget.
- * Work cooperatively with other district administrators for the overall good of the students.

SPECIFIC RESPONSIBILITIES

- * Insure that curriculum implementation supports the skill development and application of understandings from the Common Core State Standards.
- * Lead a professional learning community dedicated to using instruction and assessment to maximize achievement.
- * Be a problem solver who models appropriate use of instructional technology, and who is innovative, collaborative, and creative.
- * Establish goals for the school, in alignment with the district goals, and a plan for their implementation.
- * Establish and maintain favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs.
- * Maintain the safe operation of the school with continued focus on PBIS.
- * Support a meaningful, ongoing, professional development program that reflects the needs of the staff as 21st century innovative educators.
- * Evaluate and set objectives with the assistant principals, department chairs, guidance department chair, and athletic director. In addition, s/he will insure that all other staff members are evaluated.
- * Lead the New England Association of Schools and Colleges (NEAS&C) accreditation process.
- * Prepare, in conjunction with other staff members, the budget for grades nine through twelve.
- * Interview all teaching, secretarial, and paraprofessional applicants and make recommendations to the Superintendent for hiring.
- * Meet regularly with other district administrators to insure coordination and cooperation of the entire school system.
- * Establish rules of conduct, discuss and resolve individual student concerns, and assign supervisors for all cocurricular activities.
- * Be responsible for the efficient scheduling of student academic programs.
- * Oversee the general management, custodial care, and maintenance of the building, school grounds and all school property.
- * Communicate regularly with the community on the accomplishments of the school.

BENEFIT PACKAGE

New Fairfield offers a competitive benefit package:

- * Medical coverage with Anthem Blue Cross/Blue Shield, including vision and prescription coverage
- * Dental coverage
- * 403(b) and 457 options
- * Long Term Disability
- * Life Insurance in the amount of 2x your annual salary
- * Accidental Death and Dismemberment Coverage
- * Flexible Spending Account (health and dependent)

For more information, please visit our website at www.newfairfieldschools.org

APPLICATION PROCESS

The vacancy is due to the retirement of the New Fairfield High School Principal, Ms. Mariana Coelho, who served the district with distinction for a total of 22 years.

To be considered for this position, candidates are requested to submit all of the following:

- An online application - www.newfairfieldschools.org;
- A letter stating your interest in the position, qualifications, educational philosophy, and experience;
- A current resume;
- College/university placement papers and academic transcripts indicating degrees attained;
- Copy of current Connecticut Certification;
- Three current letters of recommendation;

All online application materials should be received by **March 17, 2016**. Selection of the new principal is expected in April. Starting date is July 1.

The New Fairfield Public Schools are an equal opportunity employer.



An invitation to apply



High School Principal

New Fairfield Public Schools
New Fairfield, Connecticut

