

JOB DESCRIPTION FOR: SUPERINTENDENT OF SCHOOLS BANGOR SCHOOL DEPARTMENT

I. MISSION OF THE BANGOR SCHOOL DEPARTMENT

We provide educational opportunities that inspire students and adults to grow every day, to thrive over time, and to aspire continuously for excellence as learners and people.

II. VISION OF BANGOR SCHOOL DEPARTMENT

All students will experience a personalized and relationships-based education that accelerates learning, fosters achievement, and enhances readiness for college, career, and life after their time in Bangor schools.

III. POSITION SUMMARY

The Superintendent shall be the Chief Executive Officer and Secretary for the Bangor School Committee. The Superintendent shall uphold the laws of the State and carry out the lawful directives of the Bangor School Committee as expressed through written policies of the committee. The Superintendent of Schools for Bangor will deliver measurable results in district leadership; student achievement; staff engagement; advocacy for diversity, equity, and inclusion; financial and budget management; oversight of operations; risk management; stakeholder relations; and board collaboration.

IV. ESSENTIAL DUTIES

1. Manages, supports, and guides a robust leadership team that includes an Assistant Superintendent, Director of Operations, Director of Special Services, Director of Technology, and building principals.

Embraces district leadership. The Superintendent will know when to lead, when to listen, and when to collaborate as our educational leader. The Superintendent will embody the district's vision and mission statement; and be a steward for our 2020 - 2030 Strategic Plan and its results. Please view a pdf of BSD's strategic plan at <https://www.bangorschools.net/page/10-year-plan>. The Superintendent will foster a positive school climate and culture, will be present and active with our schools and communities and will make informed, data-driven, and evidence-based decisions.

2. The Superintendent will continue to grow student achievement and will nourish their academic, social, and emotional growth. It is expected that there will be a focus on addressing equity issues for students and staff; and will inspire innovative educational curriculum programs for Pre-K through Grade 12, including special services.

3. The Superintendent will mentor and collaborate with the assistant superintendent, who manages curriculum and instructional programs as well as staff professional development.

4. Curriculum will be aligned with the Maine Learning Results, the state standards for eight content areas and with evolving expectations of colleges and careers in the 21st century.

6. The Superintendent will support the student achievement goals as outlined in Bangor's Strategic 10-Year Plan.

7. The Superintendent will oversee the development of an approximately 49 million-dollar budget by working collaboratively with the Bangor School Committee, Bangor school personnel, the Bangor Town Council, and members of the community.

8. The Superintendent will partner with the Bangor School Committee in negotiating the contracts for the Bangor Educational Association (BEA).

V. AREAS OF FOCUS

1. Leveraging our reputation for excellence. At a time when Maine is experiencing declining student enrollment and with a school funding formula that depends greatly on School Administrative Unit (SAU) enrollment, Bangor can expand its profile as the school system of choice to attract students and families from within and beyond the region.

2. Attracting, developing, and retaining high quality educators. As the department continues to be mindful of the balance of experience across the teaching staff, drawing the interest of highly-prepared educators will provide opportunity to best manage attrition over time.

3. Embrace the diversity in our community. Bangor is a community of diverse ethnicities, faith communities, cultures, races, sexualities, socioeconomic backgrounds and lived experiences. We understand our diversity as a vehicle of education for our students as they learn with and from one another to strengthen cultural competency throughout the Bangor School Department community. The Superintendent and staff will continue to work to identify equity issues and develop measurable action plans with recognition that members of our school community possess varying degrees of privilege and power.

4. Developing a formal communication strategy. At a time when communication media is evolving, organizations including school systems must seek and apply an understanding of the most effective communication practices.

5. Cultivating and enhancing partnerships. Within this region of the state, Bangor, as a large municipal district, is in the best position to seek or expand collaborations with higher education institutions and with public / private organizations with compatible missions.

6. Continuing to lead the regionalization / cost-sharing initiative. As the largest district in the region and a proven capacity to operationalize regionalization of services, Bangor is in position to lead the pursuit of additional cost-saving / cost- sharing initiatives.

VI. REQUIRED KNOWLEDGE, SKILLS, AND QUALIFICATIONS

- Minimum degree requirement of Master's degree in education or related field. Ed.D. or Ph.D. in education or related field is preferred;
- * Maine state certification (010), or documents proving eligibility for certification;
- Minimum of five years' experience in education;

- Minimum of five years’ experience in the field of education;
- Minimum of three years’ experience in an administrative capacity.

VIII. EQUAL OPPORTUNITY EMPLOYER

The Bangor School Department is an equal opportunity employer. We strive to be a welcoming and inclusive community that supports the safety and well-being of all our students and staff. We are committed to implementing programs and practices that support diversity, equity, and inclusion. As a part of this commitment, we welcome all applicants. Bangor School Department does not discriminate based on race, color, gender, gender identity, orientation, disability, religion, age, national origin, or any other status protected under federal, state, or local law. If you are a person of color, LGBTQ+, disabled, or belong to any protected class, we encourage you to apply. Our diversity strengthens our mission to produce global citizens.

The Bangor School Department will provide reasonable accommodations to an individual with a disability, as defined in the Americans with Disabilities Act (ADA) or applicable law, who has made the district aware of their disability, unless doing so would cause an undue hardship to the district.

IX. TERMS OF EMPLOYMENT

The Bangor School Department fiscal year begins on July 1. The Superintendent contract is for (12) months starting July 1, or as negotiated. Length of contract (not to exceed five years) and total compensation terms shall be contracted by the BSD School Committee with the Superintendent. The contract will expire on June 30 of the year of expiration. (Maine 20-A MRSA 1051 (3)).

X. REPORTING RELATIONSHIP AND EVALUATION

The Superintendent reports to the Bangor School Committee, who will manage and execute the annual evaluation process of Superintendent’s performance and results, starting with goal setting, periodic check-ins, and an end of year review, with ongoing communication and support from the Committee.

XI. APPROVALS

Approved by:

_____ Date:

Reviewed and agreed to by:

_____ Date:

* You can earn your Maine Superintendent Certification, called Certificate 010, or a Conditional Certificate through one of several flexible pathways: master’s degree or higher, with three years teaching experience and three years of administrative experience, plus other coursework, and approval of a one-year internship prior to the issuance of the Conditional Certificate. Or, special

consideration can also be given to a leader without those credentials who submits a portfolio of professional development and relevant experience, or a one-year mentorship approved by the Maine Certification Office. Contact Maine School Management Association for further guidance.