OLD SAYBROOK PUBLIC SCHOOLS
Old Saybrook, Connecticut

JOB DESCRIPTION: ADMINISTRATOR-IN-CHARGE

QUALIFICATION: Must hold a current 092 certificate with a minimum of three years’ experience as a school administrator. Exhibit leadership qualities, and have the ability to make decisions and deal effectively with staff, students, and parents. Compile accurate reports when required.

REPORTS TO: Superintendent of Schools

JOB GOAL: To substitute for the Superintendent when he/she is not present in the district

TERMS OF EMPLOYMENT: School Year – Stipend Position

EVALUATED BY: Superintendent of Schools

PERFORMANCE RESPONSIBILITIES:
• The Administrator-in-Charge shall retain all the responsibilities of his/her school and/or administrative assignment in addition to the extra duties assigned by the Superintendent during periods when he/she is away from the Old Saybrook School District.
• When school is in session, the Administrator-in-Charge shall assume full responsibility for the operation of the school district in the absence of the Superintendent. He/she will have responsibility for matters such as school closings, student deportment issues, and any other matters delegated by the Superintendent during his/her absence from the District.
• When school is not in session, the Administrator-in-Charge may be called upon to take responsibility for administrative decisions which need to be made in the absence of the Superintendent of Schools, Director of Operations, Facilities and Finance or other administrators as directed by the Superintendent.
• During periods when the Superintendent is away from the District, the Administrator-in-Charge shall keep in regular contact with the Secretary to the Superintendent of Schools so that he/she may be kept apprised of matters which require his/her involvement or attention.
• A system of notification of the Administrator-in-Charge will be developed so he/she will be knowledgeable in advance (whenever possible) that the Superintendent will be absent from the District.
• In addition, the Administrator-in-Charge will be briefed as to how he/she will be able to contact the Superintendent for counsel during such periods.
• If the Old Saybrook Board of Education decides to offer this stipend position to administrators, the position of the Administrator-in-Charge will be publicized to the entire Old Saybrook Public Schools’ staff so that there is clear communication as to decision-making procedures if a question should arise in the absence of the Superintendent.
• If the Old Saybrook Board of Education decides to offer this stipend position to administrators, the position of the Administrator-in-Charge will be posted annually, and the selection will be sole responsibility of the Superintendent.
• The annual stipend for these extra duties shall be $750 in the first year the stipend is offered and $1,000 in subsequent years and shall remain in the annual rate of $1,000 at least until such time at the 1997-2000 Collective Bargaining Agreement between the Board and the administrators’ unit is renegotiated. Updated contractually.

Date approved: 9.1.2011
(This is a general listing of duties sufficient to provide an overview of the position. It is not meant to be a complete or comprehensive listing of responsibilities)