



Shrewsbury Public Schools

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Superintendent

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Draft Job Description for Assistant Superintendent for Community Partnerships & Well-Being

Position Title	Assistant Superintendent for Community Partnerships & Well-Being
Primary Purpose	<p>This position is accountable for</p> <ul style="list-style-type: none">• building and sustaining partnerships between the school district and families, businesses, non-profits, higher education organizations, and alumni in order to enhance opportunities and support for student learning experiences• enhancing the social, emotional, and physical well-being of students and staff
Contractual Relationship	<p>Reports directly to the Superintendent of Schools and negotiates an individual employment contract with the Superintendent that is approved by the School Committee.</p>
Organizational Relationship	<p>This role is a member of the Central Office administration who</p> <ul style="list-style-type: none">• works cooperatively with principals and other district leaders;• supervises the Director of Health, Physical Education, & Family Consumer Sciences;• supervises the Director of Extended Learning;• supervises the Coordinators of Development & Volunteer Activities;• co-supervises central office support staff who support this position's functions (such as the Registrar and office assistant); and• supervises other positions in the district as determined by collective bargaining agreements and/or district organizational needs

Responsibilities	<p>Community Partnerships:</p> <ul style="list-style-type: none"> • Works with businesses, colleges, and other community partners to develop student opportunities for experiential and project-based learning, such as community service learning projects, job shadowing, internships, etc. • Cultivates relationships with institutions of higher education in order to create learning and professional development opportunities for students and staff • Enhances family-school engagement through district-level organization and development of parent/caretaker educational resources, enhancement of new student registration and orientation, and strengthening of family transitions between grade spans • Leads initiatives that advance the district's ability to implement culturally proficient practices that enable the district to better serve students and families with diverse backgrounds (culturally, linguistically, socioeconomically, etc.) • Serves as a district liaison to agencies and organizations that provide resources and supports for families • Directs and leads efforts of Coordinators of Development and Volunteer Activities in order to support district initiatives to a) develop philanthropic financial support for the Colonial Fund and for special projects, and to b) leverage volunteer support for district and school initiatives • In collaboration with the Assistant Superintendent for Finance & Operations, assists in identifying and developing community-based alternative revenue sources and resources to address district needs • Collaborates with district leaders, school principals, and local stakeholder groups to build deeper connections between the district and the broader community (including groups such as the Shrewsbury Education Foundation, Chamber of Commerce, Shrewsbury Youth & Family Services, and Parent Teacher Organizations and other parent organizations) • Builds a network of Shrewsbury Public Schools alumni in order to develop relationships to inform and support district and school improvements, as well as to determine the impact
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	<p>of a Shrewsbury education on alumni's subsequent college, workplace, and life experiences</p> <p>Well-Being:</p> <ul style="list-style-type: none"> • Leads or participates in project work that actively supports progress of district strategic priorities and goals related to student and staff well-being • Oversees the K-12 Health, Physical Education, and Family Consumer Sciences Department and ensures curriculum and programming advances the district's goals for well-being • Works collaboratively with the Assistant Superintendent for Student Services and the Assistant Superintendent for Curriculum, Instruction, & Assessment to identify and implement social emotional learning strategies and programming for students, as well as to provide professional development to build staff capacity to address students' social, emotional, and health needs • Oversees extended learning programming in order to enhance programs and curriculum beyond the regular school day and year that support well-being and evolving community needs • Works collaboratively with the Director of Nursing to coordinate meetings and work of the district's School Wellness Advisory Committee in order to ensure that district policies and practices reflect student and community needs, as illustrated by Regional Youth Health Survey data and other appropriate measures • Serves as a liaison to the Central Massachusetts Regional Health Alliance • Develops measures and methods to articulate the value of the district's well-being strategy and programming • Contributes to the district's onboarding, mentoring, and induction programs for new staff <p>Personnel:</p> <ul style="list-style-type: none"> • Leads the selection process for direct reports and participates in other administrative search processes • Supervision and evaluation of assigned staff members
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	<p>Other:</p> <ul style="list-style-type: none"> • Seeks grant opportunities for the development of programs • Prepares and presents reports to support School Committee decision making • Utilizes cable television, social media, and other communication channels to create and distribute information on partnerships and well-being to the community and to the staff • Participates in the district budget preparation process and manages fiscal resources to support district goals • Advises the Superintendent in areas of responsibility and initiates program proposals and activities to improve services and/or increase the effectiveness and efficiency of the school district
Qualifications	<ul style="list-style-type: none"> • Master's degree in appropriate field • Certified or eligible for licensure as Superintendent/ Assistant Superintendent through the Massachusetts Department of Elementary & Secondary Education • Experience in school administration, including: <ul style="list-style-type: none"> ○ building partnerships with families and outside organizations ○ developing climate and culture focused on student and staff well-being • Ability to identify problems, analyze situations, develop potential solutions and work with others to reach consensus • Computer skills with the ability to use a variety of office applications for communication and work products • Experience with public speaking and communicating through multiple media (newsletters, cable television/video, social media, etc.)