

## **Administration**

### **Recruitment and Appointment of Superintendent**

The appointment of a Superintendent of Schools is a Board of Education responsibility. The Board of Education may seek the advice and counsel of interested individuals or of an advisory committee, and it may choose consultants to assist in the selection. However, final selection shall rest with the Board of Education after thorough consideration of qualified applicants.

Candidates must hold Connecticut certification as a superintendent (093). A background check of professional qualification is essential. This must include contacting references both orally and in writing. The Board will seek to find the person it believes can most effectively translate into action: the policies of the Board, the aspirations of the community, and the fostering of a diverse professional staff.

The Board of Education will, by majority vote, elect and fix the term of office (not to exceed three (3) years) and the salary of the Superintendent of Schools who shall serve as executive officer of the Board of Education and who shall have authority and responsibility for the supervision of the school system.

The Board of Education must submit the name and address of the candidate who accepts the election as a new Superintendent of Schools to the Commissioner of Education within seven (7) days of the decision. The Commissioner of Education shall inform the Board of Education, in writing, of the certification status of the candidate, within fourteen (14) days after receiving the name of the candidate from the Board of Education.

### **Contract**

At the time of employment or reemployment, the Board of Education shall provide a written contract of employment which shall include, but not be limited to, salary, employment benefits, and term of office of such Superintendent of Schools.

### **Duties and Responsibilities**

The Superintendent of Schools shall be the chief executive officer of the Board of Education and the administrative head of all Bristol schools. As such, he/she shall comply with all statutes and regulations as prescribed by law, will delegate authority for the operation of various segments of the school system, and shall be responsible to the Board of Education for the results produced. Specific responsibilities shall include but not be limited to:

1. Administer the development and maintenance of a positive educational program designed to meet the needs of Bristol students and to carry out the policies of the Board of Education;

2. Recommend the number and types of positions required to provide proper personnel for the operation of such a program;
3. Recommend policies on organization, finance, instruction, school facilities, and other functions of the school program;
4. Nominate candidates for administrative and teaching appointment, subject to final approval of the Board of Education;
5. Evaluate all administrators on an annual basis;
6. Confer periodically with professional and lay groups concerning the school program and transmit to the Board of Education suggestions gained from such conferences;
7. Supervise the preparation and presentation of the annual budget to the Board of Education for its approval;
8. Keep the Board of Education continually informed on the progress and condition of the schools;
9. Attend and participate in all meetings of the Board of Education unless directed otherwise;
10. Conduct a continuous study of the Bristol School system's curricula; and
11. Collaborate and communicate with the Mayor and other City officials as to the needs of the school system.

### **Superintendent of Schools Evaluation**

Annually, the Board of Education will evaluate the Superintendent of Schools in accordance with guidelines and criteria mutually determined and agreed upon by both the Board of Education and the Superintendent of Schools.

Legal Reference: Connecticut General Statutes

[10-145](#) Certificate necessary to employment. Forfeiture for non-compliance.

[10-157](#) Superintendents. Relationship to local or regional board of education; written contract of employment, evaluation of superintendent by board of education, (as amended by P.A. [12-16](#), An Act Concerning Educational Reform)

[10-222](#) Reports to state board of education.

**Policy Adopted: August 25, 1993**

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BRISTOL BOARD OF EDUCATION

Bristol, Connecticut