



*Announcement of Vacancy - Superintendent of Schools - 2023/2024 School Year*

The Somerville Public Schools is actively seeking experienced, qualified candidates for the position of Superintendent of Schools, effective July 1, 2023. The Somerville School Committee has engaged the Massachusetts Association of School Committees (MASC) to assist the district with this search process.

***THE SCHOOL DISTRICT***

The Somerville Public Schools is a beautifully diverse and dynamic urban school district of more than 4,600 PK-12 students. We are a microcosm of the world, experiencing the benefits and challenges of a global community. A rigorous core curriculum and an extensive menu of support services provide our students with a solid foundation for academic and lifelong success.

The Somerville Public Schools has 4,673 students in 11 schools: 1 PK-1, 1 K-5, 6 PK-8 schools, 1 Middle School, and 2 Secondary Schools. The district has 750.7 FTE staff, including 408.4 FTE teachers.

Somerville Public Schools At-a-Glance*		
Average class size	12.3	15.5
Student-teacher ratio	11.4 to 1	11.9 to 1
Per pupil expenditures	\$20,972	\$17,575
Attendance rate	91.2%	94.6%
English Language Learner	20.9%	11%
First language not English	49.7%	23.9%
Students with Disabilities	19.7%	18.9%
High Needs	64.2%	55.6%
Economically Disadvantaged	53.4%	43.8%

\*All data provided in this guide is based on the latest information available on the Massachusetts Department of Education website, [www.doe.mass.edu](http://www.doe.mass.edu).

- Our Schools**
- Michael E. Capuano Early Childhood Center (pre-K to K)
  - Dr. Albert F. Argenziano School (pre-K to 8)
  - Benjamin G. Brown School (K to 5)
  - East Somerville Community School (K to 8)
  - Arthur D. Healey School (pre-K to 8)
  - John F. Kennedy School (pre-K to 8)
  - West Somerville Neighborhood School (pre-K to 8)
  - Winter Hill Community Innovation School (pre-K to 8)
  - Somerville High School (9-12)
  - Next Wave/Full Circle School (6-12)

Further information about the Somerville Public Schools can be found at:  
<https://somerville.k12.ma.us>.

## ***OUR MISSION***

The Somerville Public Schools is a multicultural school community dedicated to the realization of the full intellectual, physical, social, and emotional potential of all students. In this pursuit, we shall maintain a safe environment that nurtures the curiosity, dignity, and self-worth of each individual. We believe in developing the whole child – the intellectual, social, emotional, and physical potential of all students – by providing students with the skills, opportunities, and resources that will nurture innovative ideas, foster pride in diversity, inspire students to become lifelong learners, and empower them to enrich their communities.

## ***THE CITY OF SOMERVILLE***

The City of Somerville is located just 2 miles north of Boston. Occupying slightly over 4 square miles, its estimated population of more than 81,000, including immigrants from all over the world, make Somerville the most densely populated community in New England and one of the most ethnically diverse cities in the nation. It is the 13th largest city in Massachusetts, and is also one of the most economically, culturally, and linguistically diverse. Somerville is a mix of longtime families, young professionals, college students, and recent immigrants. Somerville is a national leader in the use of data to drive positive change, and a community committed to empowering residents to lead healthy, active, and happy lives.

## ***THE POSITION***

The Superintendent shall be the advisor and executive officer of the School Committee and under its direction and control shall have responsibility for the care and supervision of all the public schools. The Superintendent provides overall management and leadership to the Somerville Public Schools, according to the district's mission, vision, and strategic plan, and provides leadership in the improvement, development, and assessment of the instructional program of the school district to ensure the best possible educational programs and services for students. The key duties and responsibilities of this leadership position include educational and instructional leadership, communication and public relations, personnel/staffing, financial management, and operational and facilities management, among others. A complete job description can be found at the end of this notice.

## ***THE SUCCESSFUL CANDIDATE SHOULD BE:***

- An educational leader who is committed to addressing the issues of equity, coherence, and innovation that eliminate both opportunity and achievement gaps for students.
- An educational leader with vision, who possesses a style that fosters a collaborative learning environment among the staff, students, and major stakeholders of the district and community.
- A thoughtful curriculum and instructional leader who will continue the commitment to high standards and improving academic achievement and access for all students.
- An excellent communicator with proven skills in creating solid connections between the schools and the community through various platforms.
- A leader who integrates all types of learners including those with social, emotional, physical, intellectual, and medical disabilities and demonstrates a solid understanding of the federal guidelines for disabilities.

- A leader who has experience with strategic planning that includes plan creation, implementation, and maintaining focus on long-term goals in collaboration with stakeholders.
- A leader who has demonstrated a commitment to diversity, inclusion, and equity.
- A leader who possesses knowledge and experience of school finance and budget development and securing financial resources to appropriately fund the educational needs of the school district.
- A leader who possesses knowledge and experience with curriculum, instruction, and assessment, collective bargaining, and instructional technology.

### ***QUALIFICATIONS***

The qualifications for this position include: a minimum of a Master’s degree (Doctorate preferred) in Administration, Education, or related field; successful administrative leadership experience and demonstrated leadership skills, preferably in an education setting; excellent communication skills; a proven ability to work collaboratively and build partnerships within the schools, the community, and town government; demonstrated understanding of Massachusetts General Law and Massachusetts Department of Elementary and Secondary Education (DESE) policies and procedures; and possession of a DESE license as Superintendent/Assistant Superintendent or eligibility for such license.

The Somerville Public Schools is offering a regionally competitive compensation and benefits package for this leadership position, commensurate with experience and qualifications. The start date for the successful candidate is anticipated to be July 1, 2023.

### ***APPLICATION PROCESS***

If you are interested in this leadership position, please email a letter of interest, resume, a statement of educational philosophy, and three letters of reference to [somervillesuptsearch@gmail.com](mailto:somervillesuptsearch@gmail.com). Further information about the superintendent search process is available at the SPS website: <https://somerville.k12.ma.us/superintendent-search>.

For further inquiries about the search process or applying for this position, please contact Glenn Koocher from the Massachusetts Association of School Committees at [gkoocher@masc.org](mailto:gkoocher@masc.org).

For further inquiries about the Somerville Public Schools, please contact Emily Ackman, School Committee member and Chair of the Superintendent Screening Committee, at [eackman@k12.somerville.ma.us](mailto:eackman@k12.somerville.ma.us).

**The application deadline for this position is January 8, 2023 at midnight.**

*The Somerville Public Schools does not discriminate in its programs, facilities, or employment or educational opportunities on the basis of race, color, age, religion, disability, pregnancy, home status, marital/civil union status, sex/gender, gender identity, sexual orientation, citizenship status, place of birth, national origin, ancestry, cultural identity, genetics or military status, and does not tolerate any form of retaliation, or bias-based intimidation, threat or harassment that demeans individuals’ dignity interferes with their ability to learn or work.*



## **Superintendent of Public Schools** **SOMERVILLE PUBLIC SCHOOL DISTRICT**

### **Job Goal:**

The Superintendent of Schools is the educational leader of the Somerville Public School District (SPS), under the authority of the Somerville School Committee. The Superintendent is responsible for the efficient operation of the school system and Central Administration, according to the district's mission, vision, and School Committee policies. The Superintendent provides leadership in the development and assessment of instructional programs of the district to ensure the best possible educational programs, services, and outcomes to enhance the quality of education for all students.

With this mission always in mind, the successful candidate will also have proven educational and administrative expertise and responsibilities in areas such as policy making, finance, school facilities, instructional programs, personnel, and special education services. The Superintendent is assisted in the performance of these duties by an Assistant Superintendent of Academics and an Assistant Superintendent of Operations. The line of administrative authority proceeds from the Superintendent to the Assistant Superintendents directly to the Principals, Directors, Coordinators, and Supervisors in matters related to their respective responsibilities.

### **Qualifications:**

- Master's degree required; advanced degree preferred in administration, education, or related field
- Massachusetts Department of Education Licensure as a Superintendent, or eligibility for such license
- Excellent interpersonal, written, and verbal communication skills and a proven ability to work collaboratively with school district personnel, the community, and town government
- Proficiency in curriculum assessment, negotiations, and school-based technology
- Deep commitment to and understanding of the advancement of cultural proficiency, equity, diversity, and inclusion in classroom and school environments
- Demonstrated understanding of MA General Laws and Massachusetts Department of Elementary and Secondary Education's policies and procedures
- Demonstrated understanding of educational practices and philosophies, policies, research, and national/state/local initiatives, including Massachusetts Ed. Reform, Time on Learning, and MCAS; and ability to frame issues for discussion, reach timely decisions, and implement change

### **Key Duties & Responsibilities:**

#### **Educational and Instructional Leadership**

- Promotes learning and growth of all students;
- Cultivates a shared vision that makes teaching and learning the central focus of schooling;
- Models for all school personnel the use of data to make well-informed decisions;
- Provides for, and engages stakeholders in, the visioning and strategic planning for educational programming, and facility and resource utilization;

- Communicates effectively with the School Committee, staff, students, and the community about educational trends, curriculum needs, assessment and use of data, and instructional programs;
- Ensures a variety of methods and assessments are used to measure student learning, growth, and understanding, and communicates student progress to parents/guardians;
- Provides for the development, implementation, and assessment of educational programs consistent with federal and state standards;
- Recommends to the School Committee the timely revision and adoption of courses of study, curricula, and instructional materials;
- Promotes the appropriate utilization, and maintenance and upgrade of technology throughout the district;
- Establishes and supports a strong leadership team and builds the leadership capacity within the district.

### **Communication/Public Relations**

- Provides the School Committee ample and timely reports and information in order for them to make well-informed decisions;
- Effectively communicates the vision and mission of the school district to all stakeholders;
- Establishes and maintains a program of public relations to keep the public informed of the accomplishments, activities, and needs of the schools and the district;
- Communicates with and understands the needs and perspectives of various community groups;
- Attends or delegates a representative to attend the meetings of municipal agencies at which matters pertaining to the district appear on the agenda or are expected to be raised.

### **Personnel/Staffing**

- Implements the Massachusetts educator evaluation system as defined in M.G.L. c.71, §38 for licensed educators and oversees the effective and timely supervision and evaluation of all staff;
- Fosters an environment that encourages continuous learning, improvement, and a positive school culture on the part of district staff;
- Implements a cohesive human resources approach to recruitment, hiring, induction, development, and growth of all staff;
- Ensures that a well-developed hiring process is utilized that complies with applicable state and federal laws and focuses on the most qualified teachers, administrators, and extracurricular personnel;
- Participates, as deemed appropriate by the School Committee, in negotiations with recognized employee bargaining units;
- Responds appropriately to employee grievances and problems in accordance with applicable School Committee policies, collective bargaining agreements, and/or state/federal laws and regulations;
- Ensures the development and implementation of an effective professional development program for all employees.

### **Financial Management**

- Demonstrates the ability to perform effective financial forecasting and long- and short-term financial planning;
- Supervises the preparation, presentation, management, and implementation of the annual budget that supports the district vision, mission, and goals, and recommends it for approval to the School Committee;

- Ensures financial procedures and accounts are maintained in accordance with best practice business standards as well as all relevant federal, state, and local laws and regulations, and that audits are performed on an annual, or as required, basis;
- Apprises the School Committee of the status of expenditures and receipts on a regular basis;
- Supervises all revolving accounts and the submission and implementation of grants.

### **Operational and Facilities Management**

- Makes administrative decisions necessary for the safe, effective, and efficient operations of the schools; acts on own discretion when emergency action is necessary in matters not covered by School Committee policy, and reports such emergency action to the School Committee promptly;
- Supervises and ensures compliance with all bargaining unit agreements and ethical guidelines, laws, regulations, and School Committee policies;
- Advises the School Committee when he/she identifies the need to add, modify, or delete a policy;
- Develops and implements short- and long-term maintenance plans for school building and grounds, delegating particular duties as the Superintendent deems appropriate;
- Forecasts enrollment, demographic, and facility use trends and implications; and communicates these to the School Committee and other stakeholders;
- Develops and implements guidelines and procedures governing the use and care of school facilities and property;
- Possesses a proven record of attracting, developing, and retaining employees at all levels who reflect the racial and linguistic diversity of Somerville;
- Other duties as assigned by the School Committee.

### **Position Reports to:**

Works under the broad policy direction of the School Committee, independently formulating decisions regarding policies, procedures, operations, and department plans, and assuming responsibility for district results.

To submit your application for consideration, please email a letter of interest, resume, a statement of educational philosophy, and three letters of reference to

[somervillesuptsearch@gmail.com](mailto:somervillesuptsearch@gmail.com)

### **Application Deadline: January 8, 2023 at midnight.**

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