



**The School District
Student enrollment
2022-23:165**

Infants and Toddlers: 12

PK-8: 153

Budget

FY23: \$5,200,457.21

School Buildings

- Early Learning Center
2 Mayflower St. Infants and
Toddlers (0-2.5) Preschool,
PreK, Kindergarten
- Provincetown Schools
12 Winslow St., Grades 1 - 8

Administration and Staff

Human Resources (1)
Business Manager (0.7)
Principal (1)
Assistant Principal/Director of
Special Ed (.8) Technology
integration Specialist (1)
ELC teachers (4)
PYP and MYP teachers (10)
Specialists (4)
Educational Support Personal
(14)
Nurses (1)
Admin. Support-School (1)
Custodian/Maintenance (3)
Food Services (2)

An Invitation to Apply

Superintendent of Schools

Provincetown Schools IB World School

Provincetown, MA

Qualifications

- Master's degree in education; Advanced degree preferred.
- Massachusetts licensure as Superintendent.
- 10 years of experience in public education, including administrative and classroom experience in primary and/or middle years schools.
- Experience in International Baccalaureate (IB) schools is strongly preferred.
- Proven evidence of budget development and reporting.
- Excellent communication and managerial skills.
- Excellent facilities managerial skills.
- Establishes and supports a strong leadership team and builds leadership capacity within the district.

Essential Functions

The School Superintendent directs and manages the school district. The Superintendent oversees all aspects of the district's operational policies, objectives, and initiatives and is responsible for implementation of policies established by the school committee. The Superintendent is also responsible for planning and attaining of short and long term financial and operational goals for the school system. The Superintendent creates functional strategies and specific objectives and develops budget, policies, and procedures to support the functional infrastructure. These may include:

- Prepare, propose and oversee an annual operational budget.
- Participate in town meetings regarding school business.
- Participate in collective bargaining.
- Establish and maintain relationships with families, community stakeholders, municipal government, and commercial, civic, economic, and academic organizations.
- Develop a systematic plan to provide continuous school improvement and increased student achievement through collaboration with all stakeholders.
- Ensure compliance with regulations and law established by DESE.
- Oversee writing and management of grants.



Community Profile A Little About

Provincetown Schools

Provincetown Schools is an IB School and we are very proud of our recent accreditation. We are a small school with students from our infant and toddler program through 8th grade. We have a very diverse student population and an active town community that truly supports them. Our town is steeped in culture, tradition, and history. The School Committee is looking for a full-time superintendent to take on the challenges of continuing our IB accreditation and helping our students and staff achieve academic excellence with a strong emphasis on project-based learning. The Superintendent is to be able to have a hands-on approach with administrative duties, with strong communication, leadership, and partnership skills to lead our district into the future.

School Committee Members

Eva Enos, Chair • Matthew Gunn, Vice-chair • Elizabeth Lovati • Adrianna Stefani • Ngina Lythcott

Selection Criteria

The successful candidate will:

- Demonstrate a history of successful team building and leadership experience.
- Utilize a visible, participatory management style - the ability to be inclusive in decision-making.
- Demonstrate excellent communication skills, be a strong well-spoken person who can engage all stakeholders.
- Demonstrate a proven record of success in Curriculum Development, Implementation and Review.
- Demonstrate successful financial management skills and believe in a transparent budget development process.
- Demonstrate knowledge of creating a budget using MUNIS (Municipal Uniform Information System) and the ability to routinely analyze and monitor it.
- Have developed a positive program of communication and public relations informing the community of the activities and needs of the school system.
- Demonstrate success involving parents and community members in the school system.
- Demonstrate experience in building relationships with municipal officials and community leaders.
- Demonstrate accessibility to students, staff, parents, and community members.
- Demonstrate a successful track record in obtaining out-side funding including grants, partnerships, etc.

Timeline

All application materials must be received before **December 31, 2022**. Interviews will be held starting **February 1, 2023**, with an appointment made on or about April 1, 2023 with anticipated starting date of **July 1, 2023**.

Application Process

Applications available at www.masc.org.

Salary and Contract

A multi-year contract will be offered with a flexible salary in the range of \$145,000 to \$165,000 annually based on qualifications, experience, and negotiations with the School Committee.