

PLEASE POST

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**LYNN PUBLIC SCHOOLS  
ADMINISTRATIVE OFFICES  
100 BENNETT STREET  
LYNN, MA 01905**

**JULY 5, 2018**

**TITLE: DEPUTY SUPERINTENDENT**

**QUALIFICATIONS:**

1. Massachusetts Certified as a Superintendent;
2. Doctorate strongly preferred;
3. Five years of successful teaching experience in urban schools.
4. Five years of successful administrative experience in urban schools;
5. Urban experience as a Principal or as a Central Office Administrator, required;
6. Experience in the secondary level strongly preferred;

**RESPONSIBILITIES:**

The Deputy Superintendent reports directly to the Superintendent of Schools. S/he oversees the operation of an assigned set of schools, and in collaboration with the other Deputy Superintendent of Schools will conduct the following activities:

1. Review and revise the District Improvement Plan annually to accord with changing needs.
2. Enforce implementation and maintain documentation of the many action items in the Action Plan of the District Improvement Plan.
3. Coordinate the efforts of central office and school personnel toward achieving the chief aims of the District Improvement Plan.
4. Evaluate the performance of all assigned administrators.
5. Monitor instruction in assigned schools to ensure implementation of curricula and programs established to address the state frameworks.
6. Oversee all departments providing school support services.
7. Assist schools in implementing school turnaround strategies.

8. Develop plans/procedures and conduct activities to ensure compliance with all state and federal laws and regulations, with particular attention to civil rights, special education, and bilingual education as well as to the Massachusetts Education Reform Act and the Elementary and Secondary Education Act. Among these many plans/procedures and activities are the following:

District Improvement Plan/School Improvement Plans.  
District Curriculum Accommodation Plan.  
District Technology Plan.  
District Security Plan.  
District Professional Development Plan/Individual Professional Development Plans/PDP's.  
District Crisis Management Plan.  
District Student Success Plan/Individual Student Success Plan.  
District and School "Report Cards".  
District Notification to Parents on Teacher Qualifications.  
District and School Responsibilities: School Improvement, Corrective Action, Restructuring Curriculum and Instruction Alignment (with the state Curriculum Frameworks in English Language Arts, Mathematics, Science/Technology/Engineering, History and Social Science, Health, the Arts, and Foreign Languages).  
Student Assessment and Data Analysis (including MCAS).  
School Councils/School Support Teams.  
Massachusetts Model System for Educator Evaluation  
Panel Reviews.  
Grant Writing, Grant Implementation, and Grant Compliance.  
Coordinated Program Review/Other Program Audits.  
District and School Report Cards.  
Local Annual Review.  
Technical Assistance to Schools in Need of Improvement.  
Family and Community Involvement.  
Civil Rights.

9. Perform such other duties and assume such other responsibilities as assigned by the Superintendent.

**TERMS OF EMPLOYMENT:**

Twelve-month position. Health insurance and other benefits as appropriate.

**SALARY RANGE:** Contract to be negotiated with the School Committee.



Catherine C. Latham, Ed.D.  
Superintendent of Schools

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**APPLICATION PROCEDURES:**

Please direct a letter of application, including a statement granting permission for community staff review of credentials, a current resume, three (3) letters of reference and documentation of education and experience to Barbara Rafuse, Director of Human Resources, Lynn Public Schools, 100 Bennett Street, Lynn, Massachusetts 01905.

THE CLOSING DATE FOR APPLICATION IS **NOON, FRIDAY, AUGUST 3, 2018.**

**LATE APPLICATIONS WILL NOT BE ACCEPTED.** Under no circumstances is it appropriate for a candidate to communicate in any form with a member of the School Committee concerning his/her candidacy at any time before final action is taken by the Committee relative to the vacancy to be filled.

It is the policy of the Lynn Public Schools not to discriminate on the basis of race, color, national origin, age, sex, gender identity, religion, sexual orientation, home status or disability in admission to, access to, treatment in, or employment in its programs and activities in compliance with Title VI and VII of Civil Rights Act of 1964, Title IX of the 1972 Education Amendments to the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, the Americans with Disabilities Act, and M.G.L., Ch. 76. Sec. 5, M.G.L., Ch. 151B, and M.G.L., Ch. 151C.

The Lynn School Department accepts all state and federal laws regarding the possession and/or use of illegal drugs as binding on its employees and, therefore, all employees are prohibited from possessing, using, or distributing illicit drugs or alcohol on premises or at any school-sponsored activity.