

# SUPERINTENDENT SAU 96

Sullivan School District  
Sullivan, New Hampshire

## Job Details

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- **Application Deadline:** Posted until Filled
- **Posted:**
- **Starting Date:** July 1, 2022

## Job Description

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- Attends and participates in meetings of the Board.
- Recommends new and revised policies as needed and sees that all policies of the Board are implemented.
- Prepares and submits to the Board necessary facts, information, reports, and recommendations necessary to make informed decisions.
- Keeps the public informed about educational practices, policies, and problems in the District.
- Keeps informed of educational practices and trends and keeps the Board informed of those practices and trends.
- Prepares, submits and recommends the school budget for the Board's consideration.
- Maintains adequate records, including a system of financial accounts, business, property, school population and scholastic records. Acts as custodian of such records and all contracts, securities, documents, titles, and other papers belonging to the District.
- Approve contracts of payment of services.
- Review and enforce all School District contracts.
- Communicate via visits and written information to the town's selectmen as necessary.
- Coordinate with other area agencies.
- May attend, or delegates a representative to attend, all meetings called by the Commissioner of Education or other agencies at which matters pertaining to the schools are raised.
- Manage and direct operations of the SAU (including grants).
- Supervise and evaluates District Administrators and SAU Staff: Business Administrator, Special Education Administrator, contracted personnel.
- Acts as Chief Administrator for SAU #96.
- Performs such other tasks as may be assigned by the Sullivan School Board.

- **Position Type:** Part-time flexible 15 hours per month.
- **Position Available:** July 1, 2022
- Job Category: Administrator > Superintendent

## Job Requirements

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- The District would like the candidate to be able to work with the current Superintendent from June 1<sup>st</sup>, 2022 until July 1st, 2022.  
Salary only. No benefits.  
The position is currently estimated 15 hours per month. Flexible.
- Must hold Superintendent certification.
- Please contact: SAU-96 Sullivan School District Board Chair - **Michael Brooks (603) 866-9712** for further information.

Please send resume along with three references to:  
SAU-96  
Attn: Michael Brooks  
Sullivan School Board  
PO Box H  
Keene, NH 03431

- NH DOE Certification as School Superintendent
- At least 5 years of relevant experience preferred
- Master degree preferred
- Citizenship, residency, or work visa required

## Contact Information

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SAU-96  
Attn: Michael Brooks  
PO Box H  
Keene, NH 03431

Phone: (603) 866-9712

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