

Diane Gorrow

From: "Harry Brackett" <lelan4444@aol.com>
To: "Gorrow Diane" <gorrow@soulefirm.com>
Sent: Saturday, August 20, 2011 4:06 PM
Subject: Fwd: Interim

-----Original Message-----

From: hfb4444 <hfb4444@comcast.net>
To: lelan4444 <lelan4444@aol.com>
Sent: Fri, Aug 19, 2011 4:53 pm
Subject: Fwd: Interim

From: "ann lane" <ann.lane@comcast.net>
To: hfb4444@comcast.net
Sent: Monday, May 30, 2011 5:57:45 PM
Subject: Interim

Defining the Interim Superintendent Role and Duties

The interim term will commence with the departure of our current superintendent, including an overlap to ensure a smooth transition and conclude with the hire of a permanent superintendent. The length of the interim's term is to be a minimum of six months. The responsibilities of CEO and CFO, including but not limited to, carrying out day-to-day decisions and policy implementations, will begin immediately to insure that everything is in place and ready for the upcoming school year.

The Interim Role should include: Provide leadership between departure and hiring of permanent superintendent
 Mediate existing issues and conflicts
 Prepare the community for the permanent superintendent
 Maintain the course and mission of the district
 Publicize and promote positive and necessary changes in the district
 Bring broad experience to addressing district needs
 The Interim Duties should include: · Filling any needed personnel vacancies· Scheduling and organizing professional development and teacher workdays/load· Developing and or approving classroom schedules· Reviewing curriculum development plan and implementation· Becoming knowledgeable of current budget for upcoming budgeting process· Becoming familiar with state legislation and its fiscal impact· Becoming familiar with district facilities and planned improvement schedule· Working with the board to conduct the business of the district and becoming knowledgeable of board agenda items· Monitoring the work of the business office· Meeting with district administrators and principals as needed· Being visible to the community and

staff. Overseeing the development of the district calendar. Monitoring student assessments and state requirements to include SPED. Overseeing and engaging in ceremonies, programs and activities of the district. While the duties of the interim largely mirror those of the permanent superintendent, the role of the interim superintendent varies from that of the permanent superintendent. The interim is tasked with creating and insuring conditions under which the future permanent superintendent may be successful. While the interim should be forward thinking, due to the expected brevity of their tenure, a visionary role is best reserved for the permanent position. The interim can afford and must make difficult but necessary decisions in preparing a soft landing for the permanent position.