

Category: **PERSONNEL**

Issued: ---

Number: **C-37**

Subject: SELECTION OF COMMUNITY SUPERINTENDENTS

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SUMMARY OF CHANGES

This regulation supersedes and replaces Chancellor's Regulation No. C-37 dated June 21, 2010.

Changes:

- New educational experience requirements added to require seven years of prior pedagogic experience (e.g., as a teacher) in addition to three years of experience as a principal (p. 1, Section IA).
- Selection criteria added or modified (p. 1, Section IA, bullets 3 5, 6, 7; p. 1, Sections IB(1) and (2); and p. 2, Section IC, bullets 2, 6, 7, 8, 9.)
- As part of the application process, applicants will be required to submit essays on relevant topics specified in the application, and letters of reference (p. 2, Section II).
- The Senior Deputy Chancellor and/or designee shall review applications and shall interview qualified candidates from among those who apply in response to the website posting (p. 2, Section III).
- Inquiries regarding the regulation should be submitted to the Senior Superintendent (p. 3, Section IX).

ABSTRACT

The New York State Education Law authorizes the Chancellor of the New York City Department of Education to appoint community superintendents. This regulation sets forth the educational, managerial and administrative qualifications, and performance record criteria for the position of community school district superintendent. It also provides the process for the appointment of a community superintendent.

I. ELIGIBILITY

Community superintendents must possess a New York State School District Leader certificate, or equivalent certification granted by the State Education Department.

In addition, candidates must meet the following educational, managerial and administrative qualifications, and performance record criteria.

A. Educational Qualifications

- at least seven successful years of prior pedagogic experience as defined in Chancellor's Regulation C-30, in addition to at least three successful years as a public or private school principal;¹
- demonstrated evidence of being a respected, highly skilled instructional leader with broad experience, who understands and supports the instructional needs of English Language Learners at all stages of English acquisition, Special Education students, and Gifted and Talented students.;
- proven record of success in improving outcomes for all students and leadership development as measured by the Quality Review and/or student progress indicators;
- demonstrated commitment to data-driven decision-making, differentiated instruction, and continuous adult learning as drivers of improved student outcomes;
- focus on the instructional core: the intersection of content, the teacher and the student;
- demonstrated commitment to arts education and developing student talents; and
- sophisticated understanding and ability to apply effective theories of and effective practices for:
 - ◆ student learning, growth and development;
 - ◆ professional development for all constituents;
 - ◆ instructional technologies as part of a classroom practice;
 - ◆ differentiated instructional strategies, especially for high-needs students;
 - ◆ formative assessments as a basis for continual school improvement;
 - ◆ evidence-driven evaluations: reflective practices and targeted support for staff.

B. Managerial and Administrative Qualifications

1. proven commitment and ability to include parents and school communities in decisions regarding improved student learning;
2. demonstrated ability to be inclusive of all members of school communities; and
3. experience in developing teachers and school leaders.

¹ The experience requirements contained in this paragraph do not apply to individuals serving as DOE superintendents on the date this regulation is issued.

C. Personal Professional Qualifications

Evidence of:

- high standards of ethics, honesty, and integrity in professional matters;
- ability to work well with staff and school communities;
- strong organizational skills and the ability to communicate effectively, both orally and in writing;
- educational leadership and the ability to motivate and inspire students, parents, staff and school communities;
- ability to resolve conflicts, diffuse argumentative situations and bring all constituencies together in pursuit of common goals;
- ability to work with principals as partners to develop and accelerate their instructional leadership capacity through differentiated support for struggling schools;
- ability to provide support for principals in accessing services from instructional and operational central office departments for struggling schools;
- ability to communicate with and engage relevant community stakeholders;
- ability to be visible and approachable by the community and to attend community events.

D. Performance Record Criteria

All applicants for community superintendent should demonstrate that in their current and previous roles they have made ongoing progress in achieving educational, managerial, and administrative effectiveness. Evidence of a pattern of growth in student achievement should be provided.

II. **APPLICATION PROCESS**

Vacancies for community superintendent will be posted on the Department of Education's website. Applications must be filed on-line in response to postings. As part of the application process, applicants will be required to submit essays on relevant topics specified in the application, and letters of reference.

III. **EVALUATION OF CANDIDATES**

The Senior Deputy Chancellor and/or his/her designee shall review applications and shall interview qualified candidates from among those who apply in response to the website posting.

IV. **CONSULTATION WITH PARENTS AND STAFF**

Following completion of candidate interviews, the Senior Deputy Chancellor will propose a candidate for community superintendent and will ensure that consultation occurs with the district's Community Education Council and Presidents' Council, as well as a representative of the UFT, the CSA and DC 37.² Such consultation shall include a meeting at which the councils and employee representatives listed above have the opportunity to meet and talk to the proposed candidate and to provide feedback.

V. **SELECTION AND APPOINTMENT**

Following the consultation set forth in Section IV, the Senior Deputy Chancellor will recommend a candidate for community superintendent to the Chancellor. If the Chancellor accepts the recommendation, s/he will appoint the community superintendent and will ensure that the Community Education Council, the Presidents' Council, and the union representatives listed

² Each union will select its own representative for purposes of the consultation.

above are notified of the appointment. If the Chancellor rejects the recommendation, the Senior Deputy Chancellor must propose another candidate in accordance with the procedures set forth in Sections III and IV above.

VI. ASSIGNMENT OF ACTING SUPERINTENDENTS

Every community school district must have a qualified individual serving as superintendent at all times. In the event there is no duly appointed superintendent (e.g., resignation, retirement), the Chancellor will assign an acting superintendent. The Chancellor will ensure that the Community Education Council, the Presidents' Council, and representatives of the UFT, CSA, and DC 37 are notified of the assignment. The acting superintendent must meet New York State certification requirements, i.e., must possess a New York State School District Leader Certificate.

VII. WAIVER

Community superintendents serve at the pleasure of the Chancellor. They may be terminated with or without advance notice, with or without reason, and they have no right to a pre or post termination hearing. As a condition of appointment, community superintendents are requested to sign a waiver of any rights provided by the Education Law to acknowledge that they knowingly waive such rights.

VIII. MONITORING

The Senior Deputy Chancellor or his/her designee will oversee implementation of this regulation.

IX. INQUIRIES

Inquiries pertaining to this regulation should be addressed to:

Telephone:
212-374-7832

Senior Superintendent
N.Y.C. Department of Education
52 Chambers Street – Room 320
New York, NY 10007

Fax:
212-374-5588