

Category: **PERSONNEL**

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Subject: SELECTION OF COMMUNITY SUPERINTENDENTS

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SUMMARY OF CHANGES

This regulation supersedes Chancellor's Regulation No. C-37, dated November 13, 2009.

Changes:

- Name of contact office updated.

ABSTRACT

Under amendments to the Education Law passed in 2002 and renewed in 2009, the Chancellor is authorized 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 for a consultative process in the appointment of a community superintendent.

I. ELIGIBILITY

Community superintendents must possess a New York State School District Administrator 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 three years of successful experience as a public or private school principal and/or major supervisory and curriculum experience at the central office level;
- evidence of being a respected, highly skilled instructional leader with broad experience as an educator across roles and student populations (general education, English Language Learners, special education);
- proven record of success in improving outcomes for all students and leadership development;
- demonstrated commitment to outcome-based accountability, data-driven decision-making, differentiated instruction, and continuous adult learning as drivers of improved student outcomes;
- sophisticated understanding and ability to apply theories of and effective practices for:
 - ◆ student learning, growth and development;
 - ◆ group process, communications, and organizational planning;
 - ◆ professional development;
 - ◆ instructional technologies;
 - ◆ differentiated instructional strategies, especially for high-needs students;
 - ◆ formative assessments;
 - ◆ evidence-driven evaluation, self-evaluation, and adjustment of instruction;
 - ◆ understanding and supporting the instructional needs of English Language Learners at all stages of English acquisition, Special Education students, and gifted students.

B. Managerial and Administrative Qualifications

1. proven commitment and ability to clearly and accurately inform parents and school communities about how each child and group of children is progressing compared to others and to involve school communities in improved student learning;
2. strong service and support orientation toward schools and school communities;
3. experience in training school professionals.

C. Personal Professional Qualifications

Evidence of:

- high standards of ethics, honesty, and integrity in professional matters;
- the ability to work well with individuals and groups;
- the ability to communicate effectively, both orally and in writing;
- educational leadership and the ability to motivate and inspire students, parents, staff and policy makers;
- the ability to resolve conflicts, diffuse argumentative situations and bring all constituencies together in pursuit of common goals.

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. VACANCIES

Vacancies for community superintendent will be posted on the Department of Education's website.

III. CONSULTATION WITH PARENTS AND STAFF

The Division of School Support and Instruction 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 37.¹ Such consultation shall include a meeting at which the councils and employee representatives listed above have the opportunity to meet and talk to the candidate and to provide feedback.

IV. SELECTION AND APPOINTMENT

Following the consultation set forth in Section II, the Division of School Support and Instruction will recommend a candidate for community superintendent to the Chancellor. If the Chancellor accepts the recommendation, he will appoint the community superintendent and notify the Community Education Council, the Presidents' Council, and the union representatives listed above of the appointment. If the Chancellor rejects the recommendation, the Division of School Support and Instruction must propose another candidate and the procedures set forth in Sections II and III will be repeated.

V. 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 notify the Community Education Council and the Presidents' Council of the assignment. The acting superintendent must meet New York State certification requirements, i.e., must possess a New York State School District Administrator Certificate.

VI. 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.

¹ Each union will select its own representative for purposes of the consultation.

VII. **MONITORING**

The Division of School Support and Instruction will oversee implementation of this regulation.

VIII. **INQUIRIES**

Inquiries pertaining to this regulation should be addressed to:

Telephone:	<i>Division of School Support and Instruction</i>	Fax:
212-374-7858	N.Y.C. Department of Education	212-374-5752
	52 Chambers Street – Room 219	
	New York, NY 10007	