**Part Time Superintendent of Schools**

Carrabassett Valley School Department

Carrabassett Valley, Maine 04947

State of Maine Superintendent (010) certification required

Salary regionally competitive

C*arrabassett Valley is an independent municipal school system that tuitions all of its students to State-approved schools. Carrabassett Valley presently has tuition agreements with two area school units and also tuitions students to the in town private ski school.*

*The Carrabassett Valley School Committee is looking for an experienced part-time superintendent who will be responsible for, among other tasks:*

* *Overseeing all students Pre- K through 12*
* *Placement of special education programming as receiving schools*
* *Communication with administration at receiving schools*
* *Tracking residency*
* *Developing and updating appropriate policies*
* *Completing all state and Federal reports*
* *Fiscal Management: Develop and monitor a fiscally responsible budget*

*Terms of Employment: Calendar year, part-time flexible hours, Salary regionally competitive.*

*To apply please submit a****completed job application****, along with the documents requested therein (including a letter of interest, a resume, three letters of reference, transcripts, proof of certification/eligibility for certification). Applications and supporting materials must be received or postmarked by February 1, 2021.*

*The* ***job application****may be downloaded from the Town website (*[*http://www.carrabassettvalley.org*](http://www.carrabassettvalley.org/)*) or by contacting the town clerk, Wendy Russell, at*[*wrussell@carrabassettvalley.org*](mailto:wrussell@carrabassettvalley.org) or (207) 235-2645.

*Completed applications can be emailed to Wendy Russell at*[*wrussell@carrabassettvalley.org*](mailto:wrussell@carrabassettvalley.org)*, faxed to Wendy Russell at (207) 235-2825, or mailed to: Wendy Russell, Town Office, 1001 Carriage Road, Carrabassett Valley 04947.*