

**Human Resources Committee
Quarterly Meeting Agenda
Monday, February 9, 2025
5:00 pm**

1. HR Update
2. New Committee Structure – Review HR Committee Policy
BDEB
3. Job Descriptions
 - a. Assistant Superintendents
 - b. Order for Updating all Job Descriptions
4. Future Business



NASHUA
SCHOOL DISTRICT
Gateway to Opportunity

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Michael Bowse
Director of Human Resources

HR Committee 2/9/2026:

Good afternoon,

Please see below a breakdown of our current open positions.

- Job Openings
 - Total = 60.3 (paras not included)
 - Teachers for the 25/26 SY = 20.5
 - Elementary – 8
 - Middle – 6
 - High School – 6.5
 - School Psychologist – 8.2
 - Speech Language Pathologist – 5.6
 - Paras – 58 – all openings being filled with a contractor
 - Food Service = 7
 - Plant Operations = 15
 - Custodian - 5
 - Crossing Guards – 10
 - Administration = 3 (Assistant Superintendent, Director of Special Ed, and Out of District Coordinator)
 - Secretaries = 1 (North)

Human Resources Committee Responsibilities

- Personnel matters
- Establish salary ranges, benefits, and evaluation systems
- Negotiations
- Recommend new positions, revisions in job descriptions, and changes to the organization chart
- Recommend new hires to the board who have been nominated by the Superintendent (Teachers, Directors, Principals, Assistant Principals, and Coordinators)
- Be part of the interview team for all new Assistant Superintendents, Directors, Principals, Assistant Principals, and Coordinators
- Selecting a new Superintendent with the help from the whole board
- Review and Monitor the competitiveness of employee salaries and benefits
- Review the professional development process for all non-certified staff members
- Ensures the district is maintaining a fair and comprehensive hiring process

HUMAN RESOURCES COMMITTEE

1. The jurisdiction of the Committee shall be all personnel matters.
2. The Committee shall recommend to the Board salary ranges, benefits and employee evaluation systems for employees. The Committee shall, on an ongoing basis, recommend any changes to salary ranges, benefits and performance evaluation systems. The Committee shall ensure that each unaffiliated employee receives an annual performance evaluation. A quorum of the committee shall serve on negotiating committees for collective bargaining unless an alternate board member is approved by a 2/3 majority vote of the Board of Education.
3. The Committee shall recommend to the Board new positions, revisions in responsibilities and changes to the organization chart.
4. The Committee shall review and recommend candidates to the Board who have been nominated for employment by the Superintendent.
5. Prior to a vote to recommend a candidate, a member of the Committee shall be given the opportunity to interview all candidates for the positions of Coordinator, Assistant Director, Director and above as well as for the positions of Principal and Assistant Principal. The Human Resources Committee Chairman or designee shall be invited to participate in all rounds of interviews of candidates for these positions of Director and above. The Committee does not have interview authority for positions not listed in this paragraph. The Committee may only interview additional positions with the approval of the full Board.
6. For the purpose of selecting a new Superintendent, the Committee will be expanded to a committee of the whole for the purposes of conducting the search process and interviewing candidates. At its first meeting, the committee of the whole shall determine whether the Chair of the Human Resources Committee or another Board member will lead the search.
7. The Committee shall review and monitor the competitiveness of employee salaries and benefits.
8. The Committee shall in coordination with the Superintendent, support programs of professional development to enhance opportunities for future promotions within the school district.
9. The Committee shall review the professional development process for non-certified staff.
10. The Committee shall, in coordination with the superintendent, ensure the District maintains a fair and comprehensive hiring process.

Legal Reference:

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Board Approved: 10/30/1995
11/10/1997

02/09/2004

03/31/2005

10/17/2005 (Suspended for at least one year effective)

09/29/2009

03/12/2012

04/13/2015 (replaces POPPS 1125)

02/20/2023



POSITION TITLE:	Assistant Superintendent of Elementary Schools
REPORTS TO:	Superintendent
COORDINATES WITH:	Elementary Administration, Peer Coaches, Title 1 Director, Curriculum Supervisors, TIAs, Guidance Liaisons (elementary), Head Teachers, and 21 st Century Program Coordinator
WORK YEAR:	Full Year, 12 months

OVERALL RESPONSIBILITIES:

The Assistant Superintendent of Schools assists the Superintendent in providing leadership and oversight for the entire school district. The key responsibilities include:

- Serves as the chief administrative officer for the district in the absence of the Superintendent
- Assists the Superintendent in developing and implementing district policies, procedures, and strategic plans
- Oversees and coordinates the operations of district-level departments and programs.

RESPONSIBILITIES:

Leadership:

- Provides leadership to improve assessment procedures and to enhance student learning.
- Ensures that equitable alignment exists among standards, assessments, accountability systems, and school improvement initiatives.
- Provides leadership for elementary curriculum development and implementation, professional development, and implementation of instructional practices to improve the teaching-learning process and to meet district goals.
- Provides supervision and consultation for elementary program leaders in all elementary curriculum areas including but not limited to Special Education, ELL, Title I; coordinates the mentor/induction program including the annual teacher orientation.

Management:

- Utilizes findings to improve the content, sequence and outcomes of the teaching learning process; directions instruction and curriculum services to meet students' needs; and plans, implements and evaluates instructional programs with teachers and principals including learning objectives, instructional strategies, and assessment techniques.

- Oversees and approves the design and delivery of professional development to ensure fidelity to district goals, initiatives, and school improvement; coordinates all professional development activities.
- Obtains and uses evaluative findings, including student achievement data to examine curriculum instructional program effectiveness; provides and supports implementation of research-based strategies to ensure academic achievement; and involves instructional staff in evaluating and selecting textbooks, instructional materials and use of technology.
- In the absence of the Superintendent, serves at Superintendent of Schools and performs duties as may be assigned by the Superintendent.
- Coordinates state assessments for students, complying with the New Hampshire Department of Education requirements for school accountability and adequate yearly progress, prepares testing information for school planning and improvement, and coordinates school-based assessment activities for district-wide programs.
- Ensures student assessment and school and district accountability data are maintained; conducts data analysis and monitors educational research; communicates information to schools; oversees the administration of assessment contracts; provides state, district, and school reports; and develops district regulations, advisories, and other documents necessary to support district, state and federal assessments and accountabilities.
- Develops strategies to assist schools and the district in the acquisition of assessment instruments and in the use of data to evaluate the effectiveness of educational programs, the development and implementation of local education improvement and assessment plans, and the planning and implementation of related professional development activities in coordination with the curriculum and professional development council
- Monitors and analyzes district programs for efficiency and effectiveness and for proper allocation of local, state and federal resources; prepares and provides periodic reports with detailed analyses and implements necessary fiscal and programmatic changes.
- Analyzes and interprets state and federal laws and regulations to recommend school district policies related to educational improvement, educational assessment, and educational accountability programs.
- Supervises and evaluates elementary school Principals, Peer Coaches, Title 1 Director, and 21st Century Program Coordinator. Ensures the effective and efficient delivery of educational services in those schools and programs.
- Chair hiring committees.
- Participate/lead in sub-committees.
- Facilitate principal meetings.
- Conduct Coordinator's meetings.
- Participate/attend Board of Education meetings.
- Hear Variance, Discipline, and other appeals as warranted
- Provides the coordination and alignment for all State and Federal compensatory grants with District goals and improvement plans, ensuring educational benefit, financial efficiency, and compliance. Collaborate with Principals, Directors, Assistant Superintendent for Secondary Schools, Business Office, and others in carrying out these responsibilities.

Communication and Collaboration:

- Collaborates with elementary staff to develop, maintain and revise curriculum based on systematic review and analysis.
- Provides consultation and coordination with elementary school and district administration to develop program of studies and course reviews.
- Participates in the district-level decision process to establish and review the district's goals and objectives and instruction programs of the district.
- Coordinates, prepares, and communicates to the public the School and District Report Cards in accordance with state accountability requirements. Serves as an appointed liaison to the State Department of Education and other external organizations on student assessment and school accountability.

Community Relations:

- Represents the district at public events and meetings.
- Establishes partnerships with community organizations and businesses.
- Addresses concerns from parents, staff, and community members.
- Perform other duties as assigned by the Superintendent of Schools.

QUALIFICATIONS:

- Meets NH certification requirements.
- Master's degree with emphasis in educational leadership.
- Eight years education and/or related experiences including significant administrative/supervisory, assessment, curriculum and instruction experience that demonstrates capabilities in data analysis, decision-making, planning, and program evaluation.
- Evidence of leadership capabilities and performance.
- Strong Communication preferred.



POSITION TITLE:	Assistant Superintendent of Secondary Schools
REPORTS TO:	Superintendent
COORDINATES WITH:	Secondary Administration, Adult Education, CTE, Director of Athletics, HS Directors of Guidance and Counselors, Middle School Coaches, Secondary Head Teachers
WORK YEAR:	Full Year, 12 months

OVERALL RESPONSIBILITIES:

The Assistant Superintendent of Schools assists the Superintendent in providing leadership and oversight for the entire school district. The key responsibilities include:

- Serves as the chief administrative officer for the district in the absence of the Superintendent
- Assists the Superintendent in developing and implementing district policies, procedures, and strategic plans
- Oversees and coordinates the operations of district-level departments and programs.

RESPONSIBILITIES:

Leadership:

- Provides leadership to improve assessment procedures and to enhance student learning.
- Ensures that equitable alignment exists among standards, assessments, accountability systems, and school improvement initiatives.
- Provides leadership for secondary curriculum development and implementation, professional development, and implementation of instructional practices to improve the teaching-learning process and to meet district goals.
- Provides supervision and consultation for secondary program leaders in all secondary curriculum areas including but not limited to Special Education, ELL, Title I; coordinates the mentor/induction program including the annual teacher orientation.

Management:

- Utilizes findings to improve the content, sequence and outcomes of the teaching learning process; directions instruction and curriculum services to meet students' needs; and plans, implements and evaluates instructional programs with teachers and principals including learning objectives, instructional strategies, and assessment techniques.

- Oversees and approves the design and delivery of professional development to ensure fidelity to district goals, initiatives, and school improvement; coordinates all professional development activities.
- Obtains and uses evaluative findings, including student achievement data to examine curriculum instructional program effectiveness; provides and supports implementation of research-based strategies to ensure academic achievement; and involves instructional staff in evaluating and selecting textbooks, instructional materials and use of technology.
- In the absence of the Superintendent, serves at Superintendent of Schools and performs duties as may be assigned by the Superintendent.
- Coordinates state assessments for students, complying with the New Hampshire Department of Education requirements for school accountability and adequate yearly progress, prepares testing information for school planning and improvement, and coordinates school-based assessment activities for district-wide programs.
- Ensures student assessment and school and district accountability data are maintained; conducts data analysis and monitors educational research; communicates information to schools; oversees the administration of assessment contracts; provides state, district, and school reports; and develops district regulations, advisories, and other documents necessary to support district, state and federal assessments and accountabilities.
- Develops strategies to assist schools and the district in the acquisition of assessment instruments and in the use of data to evaluate the effectiveness of educational programs, the development and implementation of local education improvement and assessment plans, and the planning and implementation of related professional development activities in coordination with the curriculum and professional development council
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- Analyzes and interprets state and federal laws and regulations to recommend school district policies related to educational improvement, educational assessment, and educational accountability programs.
- Supervises and evaluates secondary school Principals, Peer Coaches, Title 1 Director, and 21st Century Program Coordinator. Ensures the effective and efficient delivery of educational services in those schools and programs.
- Chair hiring committees.
- Participate/lead in sub-committees.
- Facilitate principal meetings.
- Conduct Coordinator's meetings.
- Participate/attend Board of Education meetings.
- Hear Variance, Discipline, and other appeals as warranted
- Establish professional development programs to increase teacher effectiveness in the classroom, develop the Professional Development Master Plan in collaboration with others to improve instruction, evaluate the performance of educational professionals and facilitate the recertification/renewal process for teachers. Collaborate with Principals, Directors and the Assistant Superintendent for Elementary Schools in carrying out these responsibilities.

- Work in conjunction with Assistant Superintendent of Elementary Schools to coordinate and align all State and Federal compensatory grants with District goals and improvement plans, ensuring educational benefit, financial efficiency, and compliance.

Communication and Collaboration:

- Collaborates with secondary staff to develop, maintain and revise curriculum based on systematic review and analysis.
- Provides consultation and coordination with secondary school and district administration to develop program of studies and course reviews.
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- Strong Communication preferred.