



Regulation of the Chancellor

Number: C-37

Subject: SELECTION OF COMMUNITY SUPERINTENDENTS

Category: PERSONNEL

Issued: August 1, 2019

SUMMARY OF CHANGES

This regulation supersedes and replaces Chancellor's Regulation No. C-37 dated September 21, 2018.

Changes:

- Procedures related to consultation with parents and staff following the completion of candidate interviews have been updated to align with State law changes requiring that consultation include an opportunity for meeting with the proposed final candidate or candidates being considered for appointment and providing feedback to the Chancellor before the appointment is made.
- The contact information at the end of the regulation has been updated.
- Information in footnotes has been moved to the main body of text in order to make the document more accessible.

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 for 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, unless the candidate was serving as a DOE superintendent on or prior to August 22, 2014;
- 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.

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 Chancellor's 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 Chancellor's designee will determine the proposed final candidate or candidates 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, a representative of the CSA, and a representative of DC 37. 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 final candidate(s) and to provide feedback to the Chancellor's designee. The Chancellor's designee shall consider such feedback prior to recommending a candidate for community superintendent to the Chancellor.

V. SELECTION AND APPOINTMENT

Following the consultation and consideration of the feedback from the councils and employee representatives set forth in Section IV, the Chancellor's designee will recommend a candidate for community superintendent to the Chancellor. If the Chancellor accepts the recommendation, the Chancellor will appoint the community superintendent and will ensure that the Community Education Council, the Presidents' Council, and the union representatives listed above are notified of the appointment. If the Chancellor rejects the recommendation, the Chancellor's designee 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 Chancellor's designee will oversee implementation of this regulation.

IX. INQUIRIES

Inquiries pertaining to this regulation should be addressed to:

Office of the First Deputy Chancellor

N.Y.C. Department of Education

52 Chambers Street - Room 208

New York, NY 10007

Telephone: 212-374-6815

Fax: 212-374-5901