

**EMPLOYMENT CONTRACT FOR  
ASSISTANT SUPERINTENDENT/PRINCIPAL OF THE  
GREATER LOWELL TECHNICAL HIGH SCHOOL**

AGREEMENT made this 16 day of September, 2010, between the Greater Lowell Regional Vocational Technical High School District (hereinafter, "District") acting through its School Committee (hereinafter, "Committee") and Robert Lussier (hereinafter, "Lussier")

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto mutually agree as follows:

1. **Employment:** The Committee hereby agrees to employ Lussier in the position of Assistant Superintendent/Principal (hereinafter, "Assistant Superintendent/Principal") for the District, and Lussier hereby accepts such employment on the following terms and conditions:
2. **Term:** This employment contract shall commence on August 30, 2010, and shall expire on June 30, 2013, unless otherwise terminated sooner by either party pursuant to this Agreement.
3. **Compensation:**
  - A. The Assistant Superintendent/Principal shall be paid an annual salary at the rate of \$131,000 per year for the period of August 30, 2010 through June 30, 2011 and payable in equal installments convenient to the parties, but not less often than monthly.
  - B. The Superintendent-Director shall review the Assistant Superintendent/Principal's salary level annually in accordance with sub-paragraph C.
  - C. The Superintendent-Director should complete her annual review of the Assistant Superintendent/Principal's performance on or before the first of May of each year. The Superintendent-Director shall also provide the Assistant Superintendent/Principal with written notification of the results of his review and shall recommend to the Committee any adjustment in salary rate based upon performance.
  - D. In the event of a long term absence by the Superintendent the Committee may choose to assign additional administrative duties to the Assistant Superintendent/Principal; provided that, the parties will negotiate additional compensation to the Assistant Superintendent/Principal for the performance of said additional administrative duties.
4. **Duties of Employee:** The Assistant Superintendent/Principal shall faithfully, diligently and competently perform the duties and responsibilities of Assistant Superintendent/Principal as provided by law, herein, and as outlined by the Committee in Appendix A. The Assistant Superintendent/Principal shall comply with the policies and procedures of the Committee and shall serve and perform such duties at such time and places and in such manner as the Committee may from time to time reasonably direct.

5. **Termination of Employment Contract by the Assistant Superintendent/Principal:**

A. The Assistant Superintendent/Principal shall have the right to terminate this Agreement before the term of its completion by giving six (6) months' notice in writing to the Superintendent-Director prior to the desired termination date. Said notice shall be delivered via certified mail, return receipt requested, to the Superintendent-Director. Both parties to this Agreement may agree to notice of less than six (6) months if requested by the Assistant Superintendent/Principal.

B. The Superintendent-Director may terminate this agreement and the Assistant Superintendent/Principal's employment in accordance with the Massachusetts General Laws.

6. **Consultative Work:** The Assistant Superintendent/Principal may undertake and engage in consultative work or academic teaching assignments for which he may receive outside compensation; provided, however, that such activities do not in any manner interfere with the performance of his duties under this Agreement, violate any of the provisions of M.G.L.c.268A, or give the appearance of a conflict of interest. The Assistant Superintendent/Principal shall provide prior notice to the Superintendent-Director before engaging in any consultative work.

7. **Certificate:** The Assistant Superintendent/Principal shall furnish suitable evidence of an appropriate certificate qualifying him as Assistant Superintendent/Principal required by M.G.L.c.71, s.38G, and further agrees to maintain said certificate in good standing throughout the term of this Agreement.

8. **Periodic Examination:** The Assistant Superintendent/Principal, at the Committee's expense, shall submit to periodic physical examinations as required by M.G.L.c.71, s. 55B.

9. **Vacation Benefits:** The Assistant Superintendent/Principal shall be entitled to thirty (30) working days (exclusive of Federal and State Holidays) as annual vacation which shall be credited to the Assistant Superintendent/Principal as of the beginning of each fiscal year. Unused vacation days may be accumulated to a maximum of forty five (45) days. The Assistant Superintendent/Principal shall be allowed to sell back vacation days not to exceed a total of 10 days per fiscal year based on his per diem rate, upon notice to the Superintendent-Director 30 days prior to the conclusion of any fiscal year in which the Assistant Superintendent/Principal wishes to exercise such buy back option.

The Assistant Superintendent/Principal shall be entitled to all paid holidays, and half days before holidays, extended to other administrators employed by the district.

10. **Medical, Dental and Life Insurance:** The Assistant Superintendent/Principal shall be entitled to all current paid medical, dental and life insurance benefits as are currently available to other professional personnel of the District.

11. **Sick Leave:** As of the execution of this agreement, the Assistant Superintendent/Principal has accumulated 331.5 sick days as Director of Technical Studies. Upon execution of this contract he shall be paid the termination benefit in the Administrators' contract for the buy back for days accumulated while Director of Technical Studies to be calculated at a per diem rate based on the 2009-2010 salary and terms for such position.

The Assistant Superintendent/Principal shall be entitled to sick leave of fifteen (15) days per fiscal year which shall be credited to the Assistant Superintendent/Principal at the beginning of each fiscal year. Sick days may accumulate without limit.

As of the commencement of the second year of this agreement, at his election the Assistant Superintendent/Principal, shall have the option of selling back to the committee at the commencement of each contract year five (5) sick days, at his per diem rate of pay, provided he has then available at least fifteen (15) sick days. Otherwise, there shall be no buy back of sick days accumulated under this agreement.

12. **Personal Leave:** The Assistant Superintendent/Principal shall be credited for all accumulated personal leave days currently available to him. The Assistant Superintendent/Principal shall be entitled to three (3) days of personal leave each contract year which shall be credited at the beginning of each fiscal year.

13. **Bereavement Leave:** The Assistant Superintendent/Principal shall be entitled to three (3) days per fiscal year of bereavement leave for death(s) in the immediate family.

14. **Termination Benefit:** In the event of the termination of the Assistant Superintendent/Principal of any reason, he, his estate, or assigns will receive a lump sum payment of one hundred (100%) percent of monies owed for work performed and one hundred (100%) percent of accumulated unused vacation days not to exceed 45 days.

All payments due hereunder will be paid to the Assistant Superintendent/Principal, his estate or assigns in the next pay period following his death, disability, termination or as otherwise directed by the Assistant Superintendent/Principal, his estate, or assigns.

15. **Length of Work Year:** For purposes of computation of any and all per diem benefits granted pursuant to the contract, the work year of the Assistant Superintendent/Principal shall consist of two hundred forty-three (243) days.

16. **Professional Association and Fees:** The Committee agrees to reimburse the Assistant Superintendent/Principal for professional association dues including, but not limited to, ASCD, MASCD, MASS, and AASA. The Committee will reimburse the Assistant Superintendent/Principal for his reasonable attendance at local and out of town workshops and other professional improvement sessions.

17. **Professional Development:** The Committee agrees to reimburse the Assistant Superintendent/Principal for reasonable expenses related to his enrollment in educational courses, training sessions, and the like, up to Two Thousand (\$2,000.00) Dollars per year.

18. **Miscellaneous Expenses:** Upon presentment of appropriate vouchers and/or receipts, the Committee shall reimburse the Assistant Superintendent/Principal for reasonable out-of-pocket expenses incurred by him in the normal and customary fulfillment of his duties as Assistant Superintendent/Principal including, when required and with prior approval by the Committee, the reasonable cost of travel, registration fees, food and lodging for attendance at seminars, professional meetings and conventions.

Mileage shall be paid at the then applicable IRS-approved rate whenever the Assistant Superintendent/Principal is required to use his personal vehicle for District business.

19. **Performance:** The Assistant Superintendent/Principal agrees to fulfill all aspects of this Agreement. Any exceptions to said fulfillment shall be by mutual written Agreement between the Assistant Superintendent/Principal and the Committee.

20. **Evaluation:** The Assistant Superintendent/Principal's performance shall be evaluated annually. The Committee and the Assistant Superintendent/Principal agree to abide by the evaluation principles and procedures detailed in 603 CMR 35.00 and School District Policy 5155.

21. **Entire Agreement:** This Agreement represents the entire Agreement between the parties and there are no inducements, promises, terms, conditions, or obligations made or entered into by either party other than those contained herein. Any amendments to or changes in this Agreement shall be in writing and signed by both parties to be enforceable.

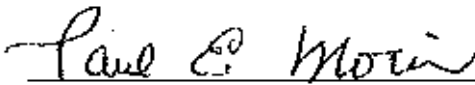
22. **Invalidity:** If any part of this Agreement is invalid or contrary to law, it shall not affect the remainder of such Agreement and said remainder shall be binding and effective against all parties.

23. **Indemnification:** The District shall defend, save harmless and indemnify the Assistant Superintendent/Principal against any claim, demand, suit or judgment, including reasonable legal fees and costs arising out of any alleged negligence, except an intentional violation of civil rights of any person under law, occurring within the scope of the Assistant Superintendent/Principal's official duties and employment, in accordance with the provisions of M.G.L.c.258, s.2.

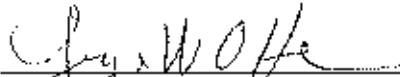
IN WITNESS WHEREOF, the parties hereunto sign this instrument and a duplicate thereof this, the 16 day of September, 2010.

GREATER LOWELL REGIONAL VOCATIONAL  
TECHNICAL HIGH SCHOOL BY:

  
\_\_\_\_\_  
David C. Laferriere, Chairman

  
\_\_\_\_\_  
Paul E. Morin

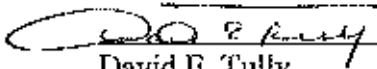
  
\_\_\_\_\_  
Michael J. Lenzi, Vice Chairman

  
\_\_\_\_\_  
George W. O'Hare


  
\_\_\_\_\_  
Victor A. Olson, Secretary

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Steven P. O'Neill

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Fred Bahou

  
\_\_\_\_\_  
David E. Tully

and

  
\_\_\_\_\_  
Robert Lussier, Assistant Superintendent/Principal

**GREATER LOWELL REGIONAL VOCATIONAL  
TECHNICAL SCHOOL DISTRICT**

**ASSISTANT SUPERINTENDENT/PRINCIPAL**

12 month position

**SALARY:** To Be Determined

**PRIMARY PURPOSE OF POSITION**

To assist the Superintendent-Director in administering the educational programs of Greater Lowell Technical High School.

**MAJOR RESPONSIBILITIES/ASSISTANT SUPERINTENDENT**

- ◆ Serves as Acting Superintendent-Director in the absence of the Superintendent-Director.
- ◆ Recommends personnel decisions to the Superintendent-Director regarding hiring, dismissals and leave of absence.
- ◆ Recommends and oversees budgets in conjunction with Superintendent-Director and School Business Administrator.
- ◆ Oversees scheduling in concert with Director of Guidance and Director of Information Services.
- ◆ Oversees grading in concert with Director of Curriculum and Instruction and Director of Information Services.
- ◆ Oversees attendance reporting in concert with Director of Information Services and Dean of Discipline and Attendance.
- ◆ Coordinates and oversees all grant applications.
- ◆ Oversees curriculum issues in concert with Director of Curriculum and Instruction and Director of Special Education.
- ◆ Coordinates the completion of state and federal reports with administrative staff.

- ◆ Oversees technology issues in concert with Director of Media Services, Applications Manager, Director of Technical Studies, Director of Curriculum and Instruction and Director of Special Education.
- ◆ Oversees the expenditure of professional development funds.
- ◆ Oversees issues of room utilization in concert with Director of Curriculum and Instruction, Director of Special Education and Director of Technical Studies.
- ◆ Assist the Superintendent-Director and School Business Administrator in the preparation of the annual budget.
- ◆ Attend meetings, at the local, state and national level in order to keep the school system current and informed of new and emerging initiatives and/or directives.
- ◆ Complete supervisory evaluations as directed.
- ◆ Attends all School Committee Meetings.
- ◆ Carry out any other duties and responsibilities designated by the Superintendent-Director.

#### **MAJOR RESPONSIBILITIES/PRINCIPAL**

- ◆ Functions as the daily manager of day school programs.
- ◆ Serves as the instructional leader for day programs and infuse a cooperative commitment to the goals of the school with staff and students.
- ◆ Employ and dismiss all day instructional staff subject to review and approval by the Superintendent-Director.
- ◆ Coordinates the daily operation of the school and provide direction to the administrators and staff where necessary to create a safe learning environment.
- ◆ Makes decisions concerning daily operations that cannot be resolved by other administrators.
- ◆ Meets with Directors, Department Chairpersons, Deans of Discipline and Director of Special Education to provide support and direction as needed.
- ◆ Attends meetings with Leadership Team and make recommendations regarding operational matters.

- ◆ Forwards recommendations on policy and procedure changes to Superintendent-Director after Leadership Team and School Council review.
- ◆ Insures the well being of all students on a daily basis.
- ◆ Prepares and communicates necessary operational bulletins and directives.
- ◆ Oversees the planning and coordination of monthly, daily and yearly calendars. Resolve conflicts in the calendar and daily operations. Articulates with evening school and Postsecondary Program Director.
- ◆ Oversees schedules and procedures with regard to assignments for school activities, instructional activities, student and faculty meetings, extra curricular activities, safety program, athletics, teacher monitoring duties, student publications, and student fund-raising.
- ◆ Oversees the evaluations of Cluster Chairpersons and staff.
- ◆ Oversees the coordination of the annual opening of day schools, special events, day school graduation exercises and closing of school.
- ◆ Oversees the development of in-service training programs and other professional development activities.
- ◆ Provides advice and recommendations on school operational policies.
- ◆ Participates as representative of the school in Principals' organizations and functions.
- ◆ Conduct disciplinary hearings for weapons and drug violations.
- ◆ Co-chair and act as resource for the School Council.
- ◆ Keep abreast of all federal and state educational regulations and laws.

### ORGANIZATIONAL RELATIONSHIPS

Is directly responsible to:	Superintendent-Director and the School Committee
Must work cooperatively with:	Directors, Chairpersons, Deans of Discipline and Attendance, Coordinator of School Information, School Business Administrator and Grant Writer
Supervises the work of:	Director of Curriculum and Instruction Director of Technical Studies Director of Media Services Deans of Discipline Grant Writer Director of Assessment Services Director of Adult Postsecondary

**QUALIFICATIONS (Preparations, Experience, Competencies, Personal Attributes):**

- Education: Master's degree in Education/Administration  
Mass. DESE Assistant Superintendent License  
Mass. DESE Principal License
- Experience: 5-10 years administrative experience  
5 years administration experience in Technical School  
District preferred
- Education and experience in school finance, budget control, curriculum development and personnel supervision and evaluation.
- Comprehensive awareness and understanding of statewide initiatives and evidence of involvement in them.
- Knowledge and awareness of the change process and ability to effectively facilitate change.
- Strong and proven managerial and organizational skills.
- Excellent communication and interpersonal skills.
- High energy level, motivation, ability to take initiative and commitment to the mission of our school.