

Duties of the Superintendent of Schools

The Superintendent of Schools is directly responsible to the Board of Education. The Board expects the superintendent to meet the following responsibilities:

1. Serve as chief executive officer of the Board except as otherwise provided by law.
2. Make rules not in conflict with law or with the policies of the Board.
3. Ensure that all matters of administrative and supervisory detail in connection with the operation and maintenance of the schools are decided in a timely and efficient manner.
4. Initiate and direct the development of policies for approval by the Board, delegating such responsibility to associates and subordinates as he or she deems desirable.
5. Attend all meetings of the Board except those from which the Board excuses him/her.
6. Place before the Board necessary and helpful facts, comparisons, investigations, information, and reports and make available at the proper time, the advice of experts in order to assist the Board in reaching sound judgements, establishing policies, and approving those matters which the law requires the Board to approve.
7. Recommend for appointment candidates for all vacancies.
8. Recommend for discharge, in a manner consistent with statute, any employee whose performance warrants dismissal.
9. Assign or transfer employees in a manner consistent with statute and with the best interests of the students who are served by the school system.
10. Suspend with or without pay in a manner consistent with statute and with the best interests of school system.
11. Direct the work of the professional staff in the evaluation of curriculum and textbooks, and upon the basis of such study make recommendations to the Board.
12. Supervise the establishment or modification of school attendance and transportation areas subject to approval of the Board.
13. Direct the preparation of an annual budget showing the estimated disbursements necessary to cover the needs of the district for the ensuing fiscal year and submit this estimate to the Board in accordance with law.
14. Approve and direct, in accordance with law and regulations of the Board, purchases and expenditures within the limits of the budget.

Duties of the Superintendent of Schools (continued)

15. Make, execute, and approve on behalf of the Board any and all contracts and execute and approve on behalf of the Board other instruments that are either a part, or incident to, such contracts.
16. Exercise leadership in directing studies of sites and buildings, taking into consideration the population trend and the educational and cultural needs of the district, to ensure timely decision by the Board and electorate regarding construction and renovation projects;
17. Represent the district in dealing with other school systems, social institutions, business firms, government agencies, and the general public;
18. Keep the public informed about modern educational practices, educational trends, and the practices and problems in the school district.

The Board of Education will evaluate the superintendent in accordance with the provisions of the personal services contract that exists between the Board and the superintendent.

Policy Approved: 6/10/91