

DUTIES OF THE SUPERINTENDENT OF SCHOOLS

Superintendent of Schools, as chief executive officer of the Board of Education, is directly responsible to the Board for the specific powers and duties discussed below.

Attendance at Meetings

The Superintendent shall attend all regular and special meetings, study sessions and executive sessions of the Board of Education, unless excused by the Board.

Recruitment of Staff

The Superintendent is responsible for the recruitment of qualified professional and civil service personnel. He shall establish standards for teacher selection and shall develop procedures for the selection of staff members.

The Superintendent may authorize payment of part or all of the expenses of candidates for positions, if candidates are asked to come to the school district for visits or interviews.

The Superintendent shall have the responsibility for providing the framework for continuing inservice training for staff members.

Employment of Staff

The Superintendent shall nominate employees for appointment, promotion, and transfer, and shall make recommendations to the Board of Education regarding salary and tenure for employees. Unless otherwise determined by the Board, the Superintendent is authorized to reemploy staff members upon the adoption by the Board of the budget for the following year.

The Superintendent may temporarily suspend any employee for cause and shall promptly report such suspension to the Board of Education.

Supervision and Evaluation of Staff

The Superintendent shall be responsible for the supervision and evaluation of all staff members. All individuals employed by the district are responsible directly or indirectly to the Superintendent. The Superintendent has the ultimate responsibility for the action of all subordinates.

Supervision of Instruction

The Superintendent shall bring to the school district, in a leadership capacity, the best in educational thought and practice. The Superintendent shall recommend to the Board the courses of study to be offered in the schools and the textbooks to be used. He shall have the responsibility for the supervision of instruction.

The Superintendent shall, on a continuing basis, review and update the educational programs of the school district and keep the Board informed of all changes in curriculum.

Student Activities

The Superintendent shall require that all student activities be properly conducted and supervised.

Annual Budget

The Superintendent shall prepare and present to the Board a preliminary annual budget in accordance with a schedule established with the Board of Education. Should a tentative budget be adopted, the Superintendent may make a budget information report available to district residents.

The Superintendent shall be responsible for seeing that the budget, as adopted by the Board and approved at the annual meeting, is properly administered. He shall have the authority to approve and direct all purchases and expenditures. He shall be responsible for insuring that regular reports are made to the Board on the status of the budget.

The Superintendent shall see that all necessary bookkeeping and accounting records are maintained by the district.

Negotiations

The Superintendent shall, in conjunction with the Board-designated negotiator(s), advise the Board of Education in all collective bargaining matters.

Supervision of Buildings and Grounds

The Superintendent shall be responsible for the supervision of the school district's buildings and grounds and shall be responsible for the proper operation of the plant and all facilities.

He shall develop plans and make recommendations to the Board on the development, maintenance, alteration, repair, and improvement of the buildings and other facilities.

Public Relations

The Superintendent shall supervise the public relations activities of the school district. He shall keep the community informed about school matters and shall act as a consultant to the community to improve the educational opportunities for both children and adults.

Laws and Regulations

The Superintendent shall see that the school district complies with all laws and regulations that pertain to it.

Relations with Board of Education

The Superintendent shall serve as a resource person and advisor for the Board. He shall provide the Board with all appropriate reports and recommendations regarding all operations of the school district.

Date Adopted: 9/2/03