

Administration

**SUPERINTENDENT OF SCHOOLS: RESPONSIBILITIES AND DUTIES**

The Superintendent is the chief executive officer of the school district and is directly responsible to the Governing Board. He/she supervises all district operations in accordance with Board policies and Board direction. Although the Superintendent may delegate appropriate powers and duties so that operational decisions can be made at various administrative levels, he/she is accountable for the execution of these powers and duties.

**Responsibilities Related to the Board**

The Superintendent:

1. Advises the Board on the need for new and/or revised policies and makes policy recommendations based on data and input from staff and advisory committees.
2. Submits to the Board recommendations relative to all matters requiring Board action, together with the materials needed for informed decisions.
3. Reports periodically on all district operations.
4. Conducts special studies requested by the Board.
5. Secures legal opinions when needed.
6. Provides advice and leadership to the Board and to the district's chief negotiator during the collective bargaining process.
7. As secretary to the Board, prepares the agenda and minutes of Board meetings, handles Board correspondence, and maintains all Board records, contracts, securities and other documents.
8. Assists the Board in designing a process for evaluating Superintendent performance-based on mutually agreed upon goals and objectives.

**Responsibilities Related to Personnel**

The Superintendent:

1. Coordinates the work of all schools and departments.
2. Defines the duties of all personnel and coordinates administrative staff activities.

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3. Selects and recommends to the Board candidates for employment, in accordance with nondiscrimination policy and affirmative action plans.
4. Advises the Board regarding the leave, classification, retirement, resignation, promotion, suspension or dismissal of district employees.
5. Assigns personnel within the district in accordance with Board policy and the collective bargaining agreement.
6. Promotes a positive work environment.
7. Ensures that each staff member is evaluated and identifies appropriate opportunities for continued professional development.
8. Maintains appropriate channels of two-way communication within the district.
9. Ensures that staff is informed about relevant federal, state, and county laws; district policies, regulations and procedures; and matters related to the improvement and welfare of the schools.
10. Anticipates, manages and resolves conflict.
11. Serves as liaison between the Board and staff.

**Responsibilities Related to Students and the Instructional Program**

The Superintendent:

1. Enforces compulsory attendance laws.
2. Provides the Board with regular evaluations of district programs and student progress.
3. Together with staff, studies the curriculum and makes recommendations to the Board regarding the courses of study, major changes in texts and time schedules, and promising programs.
4. Apprises the Board of contemporary educational practices and related legislative issues which he/she discovers by reading, attending professional conferences, and visiting other school systems.

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5. Ensures that there is a continuous focus on student growth and learning.
6. Ensures equitable administration of student discipline policies. Under appropriate circumstances, recommends to the Board a student's suspension or expulsion.
7. Works with staff, the Board and the community in planning and implementing support services for students.

**Responsibilities Related to Noninstructional Operations**

The Superintendent:

1. Seeks and identifies sources of income and funding.
2. Maintains and updates adequate enrollment and scholastic records, business and property records, and personnel records.
3. Submits to the Board periodic financial and budgetary reports which identify the district's outstanding obligations.
4. Annually prepares and submits to the Board the district budget for the upcoming year; revises this budget or takes other related action as the Board designates.
5. Approves all expenditures in accordance with Board policy and within Board-approved appropriation limits.
6. Makes recommendations to the Board regarding the maintenance, safety, improvement and/or expansion of school facilities, sites, equipment, and transportation services.
7. Develops regulations and procedures for the management of school operations and the use and care of school properties.
8. Monitors district property, casualty and workers' compensation loss experience to ensure that appropriate risk management and loss control strategies are employed.

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**Responsibilities Related to the Community**

The Superintendent:

1. Serves as a spokesperson as assigned in relationships with city, county and state governments, private agencies, and the school community.
2. Keeps the community informed about school matters; promotes community support and involvement with the schools.
3. Participates in appropriate community organizations and functions.
4. Hears complaints against the schools and resolves controversies.