

SUPERINTENDENT DUTIES

The board employs a superintendent of schools to serve as the chief executive officer of the board. The board delegates to the superintendent the authority to implement board policy and to execute decisions made by the board concerning the internal operations of the school district, unless specifically stated otherwise.

The superintendent shall be responsible for the implementation and execution of board policy and the observance of board policy by employees and students. The superintendent shall be responsible for overall supervision and discipline of employees and the education program.

In executing the above-stated duties, the superintendent shall consider the financial situation of the school district as well as the needs of the students. Specifically the superintendent serves as:

1. School District Leader
 - a. Through collaboration with the board develops and sustains specific short and long term operational and student academic goals.
 - b. Accepts responsibility for the general efficiency of the school system, for the development of the employees, and for the educational growth and welfare of the students.
 - c. Defines educational needs and formulates policies and plans for the recommendation to the board.
 - d. Reports to the board on such matters as deemed material to the understanding and proper management of the school district or as the board may request.
 - e. Makes administrative decisions necessary for the proper functioning of the school district.
2. School District Supervisor
 - a. Supervises, either directly or through delegation, all activities of the school system according to and consistent with, the policies of the board.
 - b. Attends and participates in all meetings of the board, except when excused by the board or at the Superintendents request, and makes recommendations affecting the school district.
 - c. Supervises the establishment or modification of the boundaries of school attendance and transportation areas subject to approval of the board.
 - d. Supervises methods of teaching, supervision, and administration in effect in the schools.
 - e. Summons employees of the school district to attend such regular and occasional meeting as are necessary to carry out the education program of the school district.

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- f. Makes recommendations to the board for the selection of certificated employees for the school district.
 - g. Conducts periodic district administration meetings.
3. District Manager
- a. Interprets and implements all board policies and all state and federal laws relevant to education.
 - b. Files, or causes to be filed, all reports required by law.
 - c. Directs studies of building sites, taking into consideration educational and financial conditions in order to ensure timely decisions by the board and the electorate regarding building use, placement of programs and classrooms and construction and renovation projects.
 - d. e. Attends such meetings, conventions and conferences as are necessary to keep informed of the latest educational trends and events. Provides updates to the board regarding new information and changing trends.
 - g. Performs other duties as may be assigned by the board.
4. Chief Financial Officer
- a. Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the board for review and approval.
 - b. Establishes and maintains efficient procedures and effective controls for all expenditures of school district funds in accordance with the adopted budget, subject to the direction and approval of the board.
 - c. Acts as the purchasing agent for the board, and establishes procedures for the purchase of books, materials, and supplies.
5. District Communicator
- a. Communicate with appropriate personnel regarding issues related to the function of our schools.
 - b. Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the school and the community.
 - c. Represents the board as a liaison between the school district and the community.
6. District Employer
- a. Hires necessary classified employees, within the limits of budgetary provisions. b. Makes and records assignments and transfers of all employees pursuant to their qualification.
 - c.
 - d.
 - c. Keeps the board informed of necessary employee disciplinary action, to the extent allowed by law and policy.
 - d. Recommends increases and reductions in staffing based on district educational and financial needs and subject to the approval of the board when necessary.

7. Functions as the academic facilitator
 - a. Works with district administrators and staff to adopt a curriculum that leads to the achievement of student goals.
 - b. Collaborates with the administrative team and teachers on a continual basis to ensure that the adopted curriculum complies with our school district policies.
 - c. Facilitates discussion and decisions regarding student achievement based on data gathered by the district.

This list of duties shall not act to limit the board's authority and responsibility over the superintendent. In executing these duties and others, the board may delegate the superintendent to consider the school district's financial condition as well as the needs of the students in the school district.

Cross Reference: 205 School Board Policy Process
 301 Administrative Structure
 302.06 Superintendent Professional Development
 Superintendent Job Description