

Policy Title:

*Superintendent of Schools*

Code No. *301.1*

**Executive Officer**

The superintendent shall be the executive officer of the board and have such powers and duties as may be prescribed by policies adopted by the board or by law. The superintendent may delegate responsibility for the operation of various segments of the school system but is ultimately responsible to the board for the results produced. The board relies on the superintendent for advice and information and for carrying out the official actions of the board.

The basic principle underlying the orderly operation of the school system shall be that policies are adopted by the Board of Education and executed by the superintendent of schools.

**I. Functions** (Superintendent of Schools as Executive Officer for the Board of Education)

The superintendent shall be the chief executive officer of the Board of Directors and the administrative head of all divisions and departments of the school system. The superintendent shall develop plans to ensure that each organizational component of the district is a logical, integral part of the whole organization having commensurate responsibility, authority and accountability for results within defined limits.

The superintendent shall define and clarify the functions, responsibilities, authority, and relationships of each administrative position. The superintendent shall plan and administer studies to determine the soundness and the adequacy of the organization plan, functions, and procedures of the school district. The superintendent shall formulate recommendations for desirable changes to better accomplish district objectives, direct preparation and publication of administrative position descriptions, and execute necessary action and controls to carry out organization plans in an effective manner.

The superintendent may delegate responsibility for the operation of various segments of the school system but shall be responsible to the Board of Directors for the results produced.

The superintendent shall be responsible for designating the specific instructional and supervisory assignments at the various levels of the school system. The superintendent shall provide opportunities for principals and teachers to discuss instructional problems with members of the central administrative staff and shall develop leadership in providing a variety of evaluative activities for the purposes of assisting teachers toward a better understanding of the needs and abilities of children.

## II. Responsibilities

- A. To administer the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board of Directors. Be expected to take the lead in matters of educational policy and to make definite recommendations therein; to keep abreast of the best educational developments and advise the board regarding the changes in policy.
- B. To be the responsible executive head of the entire school system in charge of both educational and business administration in directing the activities of all employees of the school district.
- C. To recommend policies on organization, finance, instruction, school planning, and other functions of the school program.
- D. To recommend the number and type of positions required to provide proper personnel for the operation of the educational system.
- E. To recommend for employment, to assign, and define the duties of all teachers, building level administrators, and central office directors subject to the approval of the Board.
- F. To conduct a continuous study of developments and long range needs of the schools and to keep the public so informed.
- G. To keep the Board of Directors continually informed of the progress and conditions of the schools.
- H. To assume responsibility for such budgetary controls and transfers of funds as authorized by the Board of Directors.
- I. To exercise leadership in directing necessary studies of sites and buildings considering the population trends and the cultural needs of the district to assure timely decisions by the Board of Directors regarding construction and renovation projects.
- J. To visit the sites of proposed new school buildings, to develop concrete statement of needs to be met by new buildings, to supervise the preparation of time schedules for the preparation of plans; to obtain

- and organize the service of educational specialists for cooperative evaluation of preliminary plans developed by the architect.
- K. To serve as liaison officer between the school district and the state and federal agencies cooperating in financing facilities, equipment and programs.
  - L. To assist the directors in appraising the effectiveness and outcome of instruction.
  - M. To direct the preparation of an annual budget showing the estimated needs of the ensuing fiscal year and the annual appropriation measure, and to submit them to the board in accordance with the requirements of the law. This responsibility shall be discharged with the involvement and the cooperation of the administration team.
  - N. To assume responsibility for the development and implementation of a positive public relations program based on community-district dialogue.
  - O. To assume responsibility and authority for the development of policies related to the administration of the salary schedules and related benefits of the district.
  - P. To be the representative of the Board of Directors to the staff and a representative of the staff to the Board of Directors.
  - Q. To direct the administrative staff in developing and recommending the boundaries of school attendance areas.
  - R. To interpret system-wide instructional policies and plans to directors, principals, teachers, supervisors, and other staff members.
  - S. To keep informed of all statutory and legislative matters pertaining to the schools and to keep the board advised of legislative proposals and their effect upon the local educational program.
  - T. To attend all meetings of the board and its committees, except those concerned with the superintendent's contract status (when the board acts to exclude the superintendent), and be granted the privilege to take part in the deliberations but shall not vote.
  - U. To serve as a representative of the District before regulatory agencies.

III. Specific enumeration of the duties of the superintendent as detailed in Section II shall not act to limit the broad authority and responsibility of the office of the superintendent.

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