

QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT

Title: Superintendent of Schools.

Qualifications: Must possess qualifications in education, training, and experience that meet the certification requirements established by the State Board of Education. Reports to: Board of Trustees.
Supervises: Principals and, generally, all staff.

PERFORMANCE RESPONSIBILITIES

Executive

The superintendent shall act as the chief executive officer of the Board and shall be responsible for the execution of policies adopted by the Board. He shall be responsible for the supervision of the school plant and school employees and shall be in direct control of all school activities.

Advisory

The superintendent shall act as professional advisor to the Board in the formation of school policies. He/she shall be present at all meetings and shall have a voice in the discussion, but he shall not have the right to vote.

Professional

Budget

The superintendent shall prepare and present to the Board a preliminary budget at the first meeting in June. The annual budget will be presented to the Board for adoption or modification at a meeting in July. After adoption, the budget will direct the purchases of the district.

The superintendent shall be responsible for all purchasing goods and services for the district and for maintaining all accounts of receipts and expenditures.

Nominations

The superintendent will nominate, for election by the Board, all certified employees of the district. He/she shall recommend salaries to be paid, subject to the adopted salary schedule.

He/she shall have the authority to fill all temporary vacancies and to make such other temporary arrangements relative to the conduct of the schools as may be necessary.

Assignment of Personnel

The superintendent shall make assignment or transfers that are, in his/her professional judgment, necessary to secure the highest efficiency of the entire staff.

Textbooks, Supplies, And Materials

The superintendent shall be responsible for providing, through regular delegated channels, teachers, students, and custodians with the necessary textbooks, supplies and materials to carry on their activities.

School Calendar

The superintendent shall recommend to the Board a school calendar no later than the second meeting in April. The school calendar shall, as a minimum, meet the State requirement for the number of days that school is in session.

Supervisory

Instructional Quality

The superintendent shall be responsible for the supervision of instruction. He/she shall visit each room as often as possible, observing the work of both pupils and teachers, and making suggestions that will promote the interest of the school. He/she shall, in every way possible, aid, counsel, and encourage teachers in their work.

He/she shall meet with teachers as often as he/she shall deem necessary for the purpose of discussing methods of instruction and management. He/she shall review the quality of building administration through regular conferences and evaluation of principals.

Relationship with Employees

The superintendent shall be the educational leader, striving to instill a professional attitude in staff members.

Curriculum

The superintendent shall review and evaluate the educational program and recommend changes to the Board as the need arises.

Public Relations

The superintendent shall inform the public and the Board of the school conditions and needs.

He/she shall interpret the school program, its aims and objectives, to the public. He should use all available means to achieve this objective.

Adopted: 6/14/1990

CBA