

BASIC FUNCTION:

As chief executive officer of the Board of Education, the Superintendent is responsible for the effective operation of the school district and the educational system; for the general administration of all educational programs, projects, and services; for the general administration of all business operations, or other affairs of the school district and for advising and making recommendations to the Board of Education with respect to these activities.

PRINCIPAL ACTIVITIES:

Consistent with legal requirement and with high professional standards, and within the limits of by-laws, regulations, and policies adopted by the Board of Education, the Superintendent is responsible for, and has commensurate authority to accomplish the duties set forth below. He/she may delegate portions of assigned responsibilities, consistent with sound operations and authorized policies and procedures, together with proportionate authority for their fulfillment, but he/she may not delegate or relinquish any portion of accountability for results.

- Sees that the Board of Education is informed of the conditions of the district's educational system; assures effective communication between the Board and the staff of the school system; and prepares the agenda for meetings of the Board.
- Develops and recommends to the Board of Education the overall objectives of the educational system; sees to the development of internal objectives which support the Board of Education's objectives.
- Develops and recommends to the Board of Education long-range plans consistent with population trends, cultural needs, and appropriate use of district facilities, and sees to the development of long-range plans which are consistent with established objectives.
- Sees to the development of specific policies, procedures, and programs to implement the intents established by the Board of Education.
- Sees to the execution of all decisions of the Board of Education except when execution is otherwise specifically assigned by the by-laws or by action of the Board.
- Sees that sound plans of organization, educational programs and services are developed and maintained for the Board of Education.
- Provides for the optimum use of the staff of the district. Sees that the district is staffed with competent people who are delegated authority commensurate with their responsibilities, and that appropriate professional development training is conducted.
- Authorizes the employment and appointment of certified and non-certified personnel, and notifies the Board of actions taken.
- Authorized the termination of employment or dismissal of non-certified personnel and certified personnel; and notifies the Board of actions taken.
- Sees to the development throughout the District of high standards of performance in educational achievement, use and development of personnel, public responsibility, and operating efficiency.
- Sees that effective relations with employee organizations are maintained.

Superintendent – Continued

- Sees that the development, authorization, and maintenance of an appropriate budgetary procedure are properly administered, and its use is extended throughout the organization, and that the annual proposed budget is prepared and submitted to the Board of Education.
- Sees that all funds, physical assets, and other property of the district are appropriately safeguarded and administered.
- Establishes and maintains liaison with community groups which are interested or involved in the educational programs of our district.
- Establishes and maintains liaison with other school districts, State Department of Education, Universities, and the United States Department of Education.

PRIMARY RELATIONSHIPS:

1. BOARD OF EDUCATION

- As the chief executive officer, he/she is accountable solely to the Board of Education for the administration of the educational system and for the proper interpretation of fulfillment of his/her functions, responsibilities and authority, and relationships.
- He/she attends all meetings of the Board of Education.
- He/she represents the district as the chief executive officer in dealing with other school systems, professional organizations, social institutions, business firms, agencies of government and the general public.
- He/she reports directly to the Board of Education and, as required, to all appropriate agencies of government.
- He/she acts as reference agent for problems brought to the Board of Education.

2. CENTRAL OFFICE STAFF

- He/she directs the operations and activities of these administrators; sees that they effectively guide and coordinate the operations and activities of the educational system; secures their assistance in formulating the internal objectives, plans, and programs; and stands ready at all times to render them advice and support.
- He/she directly oversees the work of the Assistant Superintendents.

3. SCHOOL PRINCIPALS

- He/she has direct contact with these administrators and supervises their performance.

4. OTHER

- He/she works with other Board of Education employees and advisors, including the auditor, architect, attorney and consultants.