

**CHAPTER 3.00 - SCHOOL ADMINISTRATION**

**RESPONSIBILITIES OF SUPERINTENDENT**

**3.22**

- I. The Superintendent shall be responsible for the administration of the entire school system as provided by law, State Board of Education and local School Board rules. The Superintendent shall keep the School Board informed regarding all facets of the school system.
- II. The Superintendent serves as the secretary and executive officer of the School Board. He/she shall be responsible for keeping such minutes and records as may be necessary to set forth clearly all actions and proceedings of the School Board. The Superintendent shall inform the employees of the School Board and the schools and departments of any Board action relating to them.
- III. All members of the instructional and non-instructional staff shall be under the general supervision of and subject to the direction of the Superintendent.
- IV. The Superintendent shall have the authority to issue directives and to prescribe such procedures as may be necessary to carry out the purpose of School Board policy.
- V. The Superintendent shall recommend for approval and adoption by the Board of Education school attendance areas.

**STATUTORY AUTHORITY:**

**CODE OF ALABAMA  
16-1-30**

**LAW(S) IMPLEMENTED:**

**CODE OF ALABAMA  
16-1-30, 16-8-8, 16-11-8,  
16-11-9, 16-12-3, 36-5-1**

**ALABAMA ADMINISTRATIVE PROCEDURE ACT:** \_\_\_\_\_

**HISTORY:**

**ADOPTED: Dec 16, 2008  
REVISION DATE(S): \_\_\_\_\_  
FORMERLY: AC; CAB, CB**