

Seaside School District 10

Code: **CBA**
Adopted: 7/26/07

Qualifications and Duties of the Superintendent

POSITION: Superintendent of Schools

QUALIFICATIONS:

1. Required state certification
2. Successful experience as an educational leader and administrator
3. Other qualifications as determined by the Board

REPORTS TO: Board of Education

SUPERVISES: Central office administrators and school principals; through them, all personnel of District

JOB GOAL: To provide for effective administration of all schools and departments, and educational leadership throughout the school system and community.

Performance Responsibilities:

1. Serves as chief executive officer of the Board except as otherwise provided by law; makes rules not in conflict with law or with the policies of the Board; decides all matters of administrative and supervisory detail in connection with operation and maintenance of the schools;
2. Initiates and directs development of policies for approval by the Board, delegating such responsibility to associates and subordinates as deemed desirable;
3. Attends all meetings of the Board except those concerned with his/her own contract status and takes part in the deliberations, but does not vote;
4. In order to assist the Board in reaching sound judgments, establishing policies and approving those matters which the law requires the Board to approve, places before the Board necessary and helpful facts, comparisons, investigations, information and reports and makes available at the proper time the personal advice on special or technical matters of those persons who are particularly qualified to furnish it;
5. Has the power to recommend the appointment, assignment, transfer, promotion, demotion, discharge, and/or suspension of any employees of the Board as provided by law and the policies of the Board, with such recommendations reported to the Board for approval;
6. Directs the professional supervisory staff in its visitations of the schools; through this staff, directs, assigns and assists teachers and all other educational employees in the performance of their duties;

classifies, assigns and controls the promotion of students; and performs such other duties as the Board determines;

7. Directs the work of the professional staff in evaluation of curriculum and textbooks, and upon the basis of such study makes recommendations to the Board;
8. Supervises the establishment or modification of school attendance and transportation areas subject to approval of the Board;
9. Directs the preparation of an annual budget showing estimated receipts and disbursements necessary to cover the needs of the District for the ensuing fiscal year and submits this estimate to the Board in accordance with law;
10. Approves and directs, in accordance with law and regulations of the Board, purchases and expenditures, within the limits of the budget;
11. Exercises leadership in directing studies of sites and buildings, taking into consideration population trends and the educational and cultural needs of the District to ensure timely decisions by the Board and electorate regarding construction and renovation projects;
12. Represents the District in dealings with other school systems, social institutions, business firms, government agencies and the general public;
13. Keeps the public informed about modern educational practices, educational trends and the practices and problems in the District.

Specific enumeration of the duties of the superintendent as detailed above will not act to limit the broad authority and responsibility of the office.

END OF POLICY

Legal Reference(s):

[ORS 327.133](#)
[ORS 332.405 - 332.427](#)
[ORS 332.515](#)
[ORS 342.125](#)
[ORS 342.140](#)
[ORS 342.143](#)
[ORS 342.173](#)
[ORS 342.175](#)
[ORS 342.200](#)

[OAR 581-022-0102 to -1940](#)
[OAR 581-023-0006 to -0050](#)
[OAR 584-020-0000 to -0045](#)
[OAR 584-036-0035 \(1\)](#)
[OAR 584-046-0005 to -0024](#)
[OAR 584-048-0085 to -0095](#)
[OAR 584-080-0151](#)
[OAR 584-080-0152](#)
[OAR 584-080-0161](#)