

AdministrativeDuties of the Superintendent of Schools

- A. The Superintendent shall attend all meetings of the Board and such meetings of the Board committees as the Superintendent may deem desirable, except when the Superintendent's own efficiency or salary is under consideration.
- B. The Superintendent shall enforce the policies and regulations of the Board of Education, submit for adoption by the Board of Education the annual school calendar, present recommendations for Board policy, make a continuous study of the development and needs of the schools, and prepare reports to the Board of Education on the condition and development of the schools. The Superintendent shall also acquaint the public with the activities and needs of the schools.
- C. The Superintendent shall recommend to the Board of Education for appointment all personnel including those required for teaching, supervision, clerical work, maintenance of buildings, custodial service, or any other type of service which may be necessary for the operation of the schools.
- D. The Superintendent shall be responsible for the assignment, alteration of assignment, transfer, suspension, and recommendation for promotion or dismissal of any employee of the Board of Education except with regard to the Superintendentcy.
- E. The Superintendent shall be responsible for the conduct of the instructional program and shall provide courses of study, textbooks, supplies, and supervision for the instructional program.
- F. The Superintendent shall have the right to consolidate classes, assign pupils to buildings and classes, and may suspend or expel students from school in accordance with Board Policies, Administrative Regulations and Law.
- G. The Superintendent shall be responsible for the development, maintenance, and operation of a constructive program of staff development for all employees of the school system, and for this service the Superintendent shall have power under budget control to employ lecturers, grant temporary leaves from work, and develop professional library facilities as required.
- H. The Superintendent shall maintain a continuous study of the problems confronting the schools, evaluate the quality and efficiency of all departments, and report in writing to the Board of Education findings and recommendations as requested.
- I. The Superintendent shall have the responsibility of the formation of school policies, plans and programs, and by the preparation and presentation of facts, explanations, and recommendations the Superintendent shall assist the Board of Education in its duties of legislation and policy making for the schools.

- J. In order to expedite the work of the schools, the Superintendent shall issue such administrative manuals or booklets of instruction as the Superintendent may deem necessary for the effective administration of the schools. These manuals shall be distributed to the employees directly concerned. Insofar as the provisions of such manuals are not in violation of the policies and regulations or the officially adopted practices and procedures of the Board or the statutes of the State, these shall be binding upon all employees, students and building users.
- K. The Superintendent shall have power to form advisory committees or councils, including members who are not employees of the Board of Education, to advise the Superintendent in formulating policies and plans for carrying on the work of the schools. The work of such committees shall be advisory only and without expense to the School District.
- L. The Superintendent of Schools may delegate duties or work to subordinate officers or employees as required for the effective administration of the school system except in such matters as when the statutes or resolutions of the Board of Education prohibit the delegation of such authority. Work completed upon delegation of the Superintendent, and in accordance with the Superintendent's directions, shall be deemed as having been done by the Superintendent of Schools.
- M. All reports or recommendations to the Board from any officer or employee under the direction of the Superintendent shall be made to the office of the Superintendent unless otherwise directed by the Board of Education.
- N. A job description for the Superintendent will be adopted from time to time by the Board of Education.

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