

## SUPERINTENDENT DUTIES

The board employs a superintendent of schools to serve as the chief executive officer of the board. The board delegates to the superintendent the authority to implement board policy and to execute decisions made by the board concerning the internal operations of the school district, unless specifically stated otherwise.

The superintendent shall be responsible for the implementation and execution of board policy and the observance of board policy by employees and students. The superintendent shall be responsible for overall supervision and discipline of employees and the education program.

In executing the above-stated duties, the superintendent shall consider the financial situation of the school district as well as the needs of the students. Specifically the superintendent:

1. Attends and participates in all meetings of the board and its committees, except when own employment or salary is under consideration.
2. Advises the board on the need for new and/or revised policies and sees that all policies of the board are implemented.
3. Acts as purchasing agent for the board, and establishes procedures for the purchase of books, materials, and supplies.
4. Prepares the annual operating budget recommendations and implements the board approved budget.
5. Prepares and submits to the board recommendations relative to all matters requiring board action, placing before the board such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions.
6. Informs and advises the board about the programs, practices and problems of the schools, and keeps the board informed of the activities operating under the board's authority.
7. Assigns and transfers employees as the interest of the district may dictate and reports such action to the board for information and record.
8. Reports to the board the case of any employee whose service is unsatisfactory and recommends appropriate action.
9. Holds such meeting of teachers and other employees as necessary for the discussion

Approved \_\_09/13/2010\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

of matters concerning the improvement and welfare of the schools.

10. Communicates directly or through delegation all actions of the board relating to personnel matters to all employees, and receives from employees all communications to be made to the board.
11. Keeps the public informed about modern educational practices, educational trends, and the policies, practices, and problems in the district's schools.
12. Represents the schools before the public and maintains, through cooperative leadership, both within and without the schools, such a program of publicity and public relations as may keep the public informed as to the activities, needs, and successes of the schools.
13. Confers periodically with professional and lay groups concerning the school program, and transmits to the Board suggestions gained from such conferences.
14. Delegates at his/her own discretion to other employees of the board the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the superintendent of final responsibility for the action taken under such delegation.
15. Studies and revises, together with the staff, all curriculum guides and courses of study, on a continuing basis.
16. Makes recommendations with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alternations, and changes in the buildings and equipment of the district.
17. Recommends to the board for its adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools.
18. Attends such conventions and conferences as are necessary to keep abreast of latest educational trends.
19. Submits to the board a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums.
20. Maintains adequate records for the schools, including a system of financial accounts, business and property records, and personnel, school population, and scholastic records, acts as custodian of such records and of all contracts, securities, documents, title papers, books of records, and the papers belonging to the board.

