

Administration

Superintendent of Schools

The Superintendent of Schools, as (Chief Executive Officer of the Board of Education), will have the following specific powers and duties:

Relationship with the Board

1. to serve as the Executive Officer for the Board and be charged with the responsibility for implementing the policies of the Board. He/she shall work with the Board Chairperson in planning the agenda for each meeting, shall attend all meetings and participate in all regular and special meetings of the Board and executive meetings of the Board at the Board's request;
2. to develop a harmonious and close working relationship with the Board. He/she shall treat all Board members impartially and alike, refraining from criticism of individual or group members of the Board. He/she shall go to the Board when serious differences of opinion arise in an earnest effort to resolve such differences immediately;
3. to serve as a resource person and advisor to the Board. He/she shall keep the Board informed on issues, needs, and operation of the school system. He/she shall offer advice to the Board based on thorough study and analysis, on items requiring Board action;
4. to provide a continuous appraisal of all school policies originating with the Board. He/she shall advise the Board on the need for new and/or revised policies and suggest draft policies to satisfy those needs.

Educational Direction and Leadership

5. to develop administrative principles and procedures for implementing Board policy. He/she shall ensure the enforcement of all provisions of law, rules and regulations, and Board policy relating to the management of the schools and other education, social and recreational activities. He/she shall interpret for the staff all Board policies and applicable laws, rules and regulations;
6. to understand and keep informed on all aspects of the instructional program at all levels. He/she shall have responsibility for the supervision of instruction and shall bring to the school, in a leadership capacity, the best in educational thought and practice. He/she shall, on a continuing basis, review and update the educational program of the school, and keep the Board informed of all changes in curriculum;

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Superintendent of Schools (continued)

Educational Direction and Leadership (continued)

7. to recommend to the Board for its adoption all courses of study, curriculum guides and textbooks to be used in the schools;
8. to encourage a positive approach to student behavior and discipline;

Personnel

9. to develop and implement sound personnel practices, consistent with law, Board policy and collective bargaining agreements, including recruitment, hiring, assignment, supervision, evaluation, promotion, and discipline of all personnel. He/she shall develop procedures for the selection of staff members. He/she shall establish standards for teacher selection, and shall provide a framework for continuing in-service training of all professional staff members;
10. to recruit qualified, professional, civil service, and non-certified personnel. He/she may authorize the payment of part or all of the expenses of candidates for teaching positions if the candidates are asked to come to the district for visits or interviews;
11. to nominate employees for appointment, promotion, transfer or dismissal in accordance with the policies of the Board and the procedures outlined by the law. He/she shall make recommendations to the Board regarding salary and tenure of all employees. He/she may temporarily suspend any employee for cause and shall promptly report such suspension to the members of the Board. Unless otherwise determined by the Board, he/she is authorized to reemploy all employees upon the adoption by the Board of the budget for the following year;
12. to supervise and evaluate all staff members. He/she shall work for good morale and be impartial, firm and fair in dealing with staff;
13. to encourage in-service education and the professional growth of staff through conferences, workshops, group discussions, committee/individual studies and use of consultants;
14. to advise the Board, in conjunction with the Board-designated negotiator(s), in all collective bargaining matters;

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Superintendent or Schools (continued)

Financial Management

15. to prepare and present to the Board a preliminary annual budget in accordance with a schedule established with the Board. He/she is responsible for ensuring that the budget, as adopted by the Board and approved at the annual meeting, is properly administered. He/she shall ensure that regular reports are made to the Board on the status of the budget;
16. to establish efficient procedures to maximize income, safeguard investments and provide effective controls for all expenditures of school funds in accordance with the adopted budget. He/she shall ensure that all necessary bookkeeping and accounting records are maintained by the district.

Facilities Management

17. to supervise operations, maintenance, alterations and repair to buildings and grounds, insisting on competent and efficient performance;
18. to evaluate planned needs and recommend to the Board improvements, alterations and changes in the buildings and equipment of the district;

Community Relations

19. to supervise the public relations activities of the district. He/she shall keep the public informed about the policies, practices, and problems in the district's schools, and provide leadership in changing attitudes and practices for the future. He/she shall develop friendly and cooperative relationships with the news media.
20. to establish and maintain an effective working relationship with all segments of the community: parent-teacher organizations, local and state government, other school systems, institutions, agencies, civic organizations, and the general public. He/she shall solicit and give attention to problems and opinions of all groups and individuals.

Personal Qualities and Growth

21. to demonstrate outstanding qualities of leadership with ability to delegate authority and responsibility effectively and to hold subordinates accountable;
22. to exhibit good judgment, common sense and perception;
23. to exhibit the ability to face controversy, remain true to convictions and to live with a high-pressure job;

Administration

Superintendent of Schools (continued)

Personal Qualities and Growth (continued)

24. to speak well before large and small groups, expressing ideas in a logical and forthright manner;
25. to maintain professional development by reading and course work, attending conferences, working on professional committees, visiting other districts, and meeting with other Superintendents;

Management Functions

26. to coordinate and manage the district so that the school organization operates smoothly and efficiently. He/she must be able to coordinate the processes essential to achieving a smooth operation in all areas of the school district organization:
27. to perform such other duties as the majority of the Board may determine.

Note: This is a sample list of Superintendent's Duties.

Administration

Superintendent of Schools

The chief responsibilities and powers of the Superintendent shall include the following:

1. S/he shall attend all meetings of the Board and may attend meetings of Board committees, except when his/her own election, tenure, or salary are being considered; s/he shall be entitled to, and in the work of the Board or its committees shall exercise, all the powers and perform all the duties of membership on the Board except that of voting.
2. S/he shall have the responsibility for formulation of school policies, plans, and programs; and, otherwise, by preparation and presentation of facts and explanations s/he shall assist the Board in its duty of legislation for the schools.
3. S/he shall keep the Board informed as to how policies are being carried out, as to the effectiveness of such policies, and as to the conditions and efficiency of the different branches of service in the school system; to this end he/she shall have maintained a complete system of financial accounts, competent business and property records, competent personnel, school population, and scholastic records; s/he shall report at each Board meeting such matters as are pertinent to the business at hand, and shall publish annually a comprehensive report of the work of the school system, including recommendations affecting the needs of the system.
4. S/he shall have the power to present for approval, to assign, or alter the assignment of to transfer, to suspend, and to recommend for promotion or dismissal any or all employees of the Board except himself/herself; s/he shall have the power to perform the duties of any officer in the school system except that of board members; and all applications for positions in the school system shall be referred to him/her. S/he shall present for approval only the best qualified candidate for the job and his/her appointment to a position shall depend upon his/her fitness to serve the school system without regard to race, color, or creed.
5. S/he shall be responsible for the development, evaluation, maintenance, and operation of a suitable program of staff improvement through training in connection with service in the school system.
6. S/he shall be responsible for the development and effective operation of such curricula, special course, and activities as will provide a complete and adequate system of instruction and physical care for all students attending the schools; and s/he shall maintain this program abreast of the needs of the community, and in keeping with scientific developments in education.

Administration

Superintendent of Schools (continued)

7. S/he shall exercise general supervision over the policies and management of the schools or other administrative units of the instructional service of the school.
8. S/he shall direct the development of the annual budget preparatory to its adoption by the Board of Education; and shall exercise general supervision over the Business Department of the school system.
9. S/he shall administer the budget as enacted by the Board, acting at all times in accordance with legal requirements and the adopted policies, schedules, procedures, accounting techniques, and other business, financial or administrative controls established by the Board. A monthly report of expenditures shall be submitted.
10. S/he shall maintain a continuous study of the problems confronting the schools.
11. S/he may assist in representing the schools before the public and through public relations, shall maintain, both within and outside the schools, such a program of publicity and public contacts as may serve to improve understanding and morale within the schools, and keep the public informed as to the activities needs and success of the schools.
12. S/he shall provide the Board with written statements of the administrative policies and plans by which s/he proposes to direct personnel management and the control of internal policies. Such statements shall be included in the Board of Education Policies and shall regularly be reviewed.
13. S/he shall see that all constitutional or statutory laws and all charter or State Board regulations governing the schools, including provisions affecting compulsory attendance, and all requirements for school reports are effectively carried out; and that the rules and regulations of the Board are enforced.
14. S/he shall investigate promptly, and promptly report to the Board any evidence that may come to his/her notice of any infringement of the legal rights of the town or in which the legal responsibility of the town may be involved.
15. S/he shall have power, if desirable, to form an advisory council or committee to aid her/him in formulating policies and plans for carrying on the work of the schools; its duties shall be advisory only.

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Superintendent of Schools (continued)

16. S/he shall determine needs for facilities for transportation of student, of vehicles used, and see that such service is conducted in accordance with laws, and that the safety and care of the children are properly protected.
17. S/he shall have the power to make such rules and to give such instruction to school employees as may be necessary to make this code and any additional instruments of control established by the Board fully effective in the management of the schools; and in all matters not covered by these regulations s/he shall act on his/her own discretion, if action is necessary, but shall report his/her action to the Board for its information.
18. The Board of Education directs the Superintendent of Schools in cooperation with the school staff, parents, and any other interested persons or groups to establish and maintain a comprehensive plan for monitoring the progress of the schools in achieving stated goals in regard to curriculum, school environment, and school operations.