

Policy Information

Series 4000 - ADMINISTRATION

CENTRAL OFFICE AND BUILDING ADMINISTRATION

Superintendent of Schools

Policy # 4310

The Board of Education shall by a majority vote appoint a Superintendent of Schools for a term of no less than three (3) years and not to exceed five (5) years. The Superintendent shall serve as the Chief Executive Officer of the Board and as such shall carry out the policies established by the Board.

The Superintendent of Schools is the Chief Executive Officer of the Board of Education. He/She is responsible for carrying out the policy of the Board and for keeping it informed of matters which should be weighed by the Board in reaching decisions. He/She is responsible to the Board in his/her stewardship of the entire School System.

As the Chief Executive Officer of the Board, the Superintendent is to advise the Board on all matters of policy and carry out the policies of the Board once they are adopted. He/She shall not act independently of the Board nor shall the Board act independently of its chief administrator. The Superintendent is to report to the Board the action he/she has taken in accordance with Board policies.

The Superintendent will have the specific powers and duties discussed below and will be directly responsible to the Board for their proper exercise.

Attendance at Meetings

The Superintendent shall attend all regular and special meetings of the Board and executive meetings of the Board.

Employment of Staff

The Superintendent shall recommend the appointment of all instructional and non-instructional staff to the Board, nominate employees for promotion and transfer, and 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.

Recruitment of Staff

The Superintendent is responsible for the recruitment of qualified professional, civil service, and non-certified personnel. He/She shall develop procedures for the selection of staff members. The Superintendent shall establish standards for teacher selection, and shall provide a framework for continuing in-service training for all professional staff members. 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. All individuals employed by the District are responsible directly or indirectly to the Superintendent. The Superintendent has ultimate responsibility for the action of all subordinates.

Supervision of Instruction

The Superintendent shall develop long-range educational program planning, including the statement of educational philosophy and objectives for the District and shall recommend to the Board the courses of study

to be offered in the school and the textbooks to be used. He/She shall bring to the school, in a leadership capacity, the best in educational thought and practice. The Superintendent shall, on a continuing basis, review and update the educational program of the District, supervise the programs for improvement of instruction within the schools and keep the Board informed of all changes in curriculum.

Supervision and Evaluation of Staff

The Superintendent shall be responsible for the supervision and evaluation of the Assistant Superintendents, Director of Personnel, Director of Special Programs, Building Principals, Supervisors, and all other staff members.

Student Activities

The Superintendent shall require that all student activities be properly conducted and supervised.

Student Discipline

The Superintendent shall supervise the establishment of the philosophy of the District relating to the discipline and social control of children and participate at the appropriate level.

Supervision of Building and Grounds

The Superintendent shall be responsible for the supervision of the building and grounds. He/She shall be responsible for the proper operation of the plan and all facilities. He/She shall develop plans and make recommendations to the Board on the maintenance, alteration, repair, and improvement of the building and other facilities.

Annual Budget

The Superintendent shall prepare and present to the Board a preliminary annual budget in accordance with a schedule established with the Board. He/She shall mail a copy of the Board's proposed annual budget to all District residents.

Budget

The Superintendent shall be responsible for seeing that the budget, as adopted by the Board and approved at the annual meeting, is properly administered. He/She shall have the authority to approve and direct all purchases and expenditures. He/She shall be responsible for ensuring that regular reports are made to the Board on the status of the budget.

Information

The Superintendent shall supervise the development of information regarding funds, facilities, personnel and educational programs for the Board.

Supervision of Supplies and Materials

The Superintendent shall see that all necessary bookkeeping and accounting records are maintained by the District.

Laws and Regulations of the State Education Department

The Superintendent shall ensure compliance with all laws and regulations that affect the School District.

Relations with the Board

The Superintendent shall serve as a resource person and advisor for the Board. He/She shall provide the Board with reports and recommendations regarding all operations of the school and school budget.

Negotiations

The Superintendent shall, in conjunction with the Board designated negotiator(s), advise the Board in all collective bargaining matters.

Public Relations

The Superintendent shall create and maintain an effective school image according to Board goals and policies and supervise the public relations activities of the District. He/She shall keep the community informed about school matters and act as a consultant to the community to improve the educational opportunities for both children and adults.

Policy References:

Education Law Sections 1604(8); 2503 and 2508

Adoption Date: 12/20/2011
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