

KEPPEL UNION SCHOOL DISTRICT

SUPERINTENDENT

BRIEF DESCRIPTION OF POSITION

The Superintendent serves as the chief administrative officer of the District. As such, he/she implements, consults, reports and advises the Board in matters of policy, finance, instructional program and personnel. He/She is responsible for the leadership, guidance, and direction of the instructional program for the children, including the administrative and instructional organization of the District.

As Secretary to the Board of Trustees he/she is responsible for the preparation of official agendas. He/She is responsible as District spokesperson for the development of communication systems with both lay and professional groups.

MAJOR DUTIES AND RESPONSIBILITIES

1. Under the direction of the Board of Trustees, acts as professional advisor in the formation of policies; executor of the policies, powers and duties in accordance with the Rules and Regulations adopted by the Board of Trustees, and procedures prescribed by mandatory law.
2. Directs preparation, submits and administers annual school district budget.
3. To keep, or cause to be kept an accounting system which meets the requirements of the laws of California and regulations of the state and the State Department of Education.
4. To approve all purchase orders, provide for the payment of bills and submit all expenditure statements to the board.
5. To keep the board informed of state and federal laws and policies affecting the function of the district.
6. Provides professional leadership and guidance for the establishment, maintenance, and continued improvement of a unified program of education.
7. To carry out the policies of the board in regard to the regulation and governing of pupils, certificated and classified personnel.
8. Exercise general authority over all departments of the school district, both educational and business administration, and enforces all legal regulations governing their performance.
9. Acts as chief executive, supervisory, and advisory officer of the district.
10. Acts as ex officio secretary to the Board of Trustees; notifies board members of all regularly scheduled, adjourned, special meetings; keeps full and accurate account of all proceedings; has charge of all books, papers, records, and accounts; conducts all official correspondence and signs all documents as required by law or action of the Board of Trustees.

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11. Makes decisions and acts in cases of extreme emergency as he/she believes the Board of Trustees would act if the Board were in session.
12. Prepares all agendas for all Board meetings.
13. To render all reports required by the laws of California, and the regulations of the State and State Department of Education.
14. To keep professionally informed and up-graded on all matters affecting the welfare of the district through association with educational organizations and the county as well as the State Department of Education and other agencies serving the school district.
15. Keep the board informed about trends in enrollment and the utilization of buildings.
16. Direct the planning of new buildings and alterations of existing buildings and supervise the maintenance and operations of all school facilities and grounds.
17. Provides information regarding the condition and progress of schools and programs of the School District.
18. Makes recommendations and reports concerning achievements, progress, improvements, personnel, policies, curricula, public information, school facilities, school sites, financial status, attendance areas, continued growth of the school system, and reviews all requests and reports.
19. Establishes program of disseminating public information.
20. Presents recommendations and requests from outside agencies, other school districts, and other groups to the Board of Trustees; acts as liaison officer between Board of Trustees, faculty, and staff.
21. Attends local, state and national meetings to remain abreast in the field of education.
22. Perform such other duties as the board may determine.

OTHER DUTIES

1. Directly evaluates and supervises other members of the management team.
2. Develops and recommends appropriate District-wide form of organization to implement District philosophy and goals.
3. Recommends employment, promotion, and termination of all employees.
4. Is responsible for assignment, reassignment, and transfer of all employees.

Adopted March 25, 1981