

QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT

TITLE: Superintendent of Schools

REPORTS TO: Board of Education

The primary function of the superintendent is to provide leadership in setting and achieving the highest standards of excellence for educational programs and services for students, staff, and the community.

The major responsibilities of the superintendent will be to:

1. Serve as executive officer and professional adviser to the Board.
2. Guide the district's planning process in cooperation with the Board.
3. Coordinate the formation and interpretation of the district's educational philosophy, goals, policies, and programs.
4. Develop those rules and administrative procedures necessary to implement Board-approved goals, policies, and programs.
5. Conduct continuous evaluation of the schools' operations and furnish the Board and community with reliable information concerning achievements and requirements of the schools.
6. Determine the financial needs of the school system and supervise the preparation of the annual budget for presentation to the Board for its consideration and adoption.
7. Coordinate the development and execution of the school-community relations program.
8. Meet periodically with professional and lay groups concerning the school program and transmit to the Board suggestions gained from such meetings.
9. Recommend the appropriate number and types of staff positions for effective operation of the schools.
10. Supervise the selection, assignment, transfer, evaluation, promotion and dismissal of all personnel and prepare compensation recommendations for board review.
11. Supervise pupil personnel services programs and have prepared appropriate local, state, and federal reports for special programs.

QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT (continued)

12. Study modern educational thought and practices and conduct an ongoing program to apprise the Board, staff, and community of educational trends, issues, and practices.
13. Participate in the activities of local, state and national professional organizations.
14. Serve as secretary to the Board.

In the discharge of these and other responsibilities, which may be assigned by the Board, the Superintendent will attend all regular and special meetings of the Board except those in which his appointment, effectiveness, contract, and salary are under consideration. He will also serve as an ex officio member of all Board committees.