**Superintendent Duties and Responsibilities**

A. Relating Directly to the Board

1. Executive Officer of the Board;
2. Attends all Board meetings except as designated by the Chairman;

3. Compiles and reports on all data necessary for Board action;

4. Coordinates and assists individual staff members in their preparation of specific

 reports for the Board;

5. Communicates effectively between the Board and staff in complete confidence;

6. Propose all new policies or other matters to the Board whenever required for

 the good of the school;

7. Take emergency action on any matter not specifically covered by Board regulation or policy, advising fully of action taken and all consequences;

1. Designate a staff member, subject to confirmation by the Board*,* to act as superintendent in event of illness or incapacity;

9.Advise the Board of significant required delegations or duty assignments within staff;

10. Assist the Board in the orientation of new Board members;

1. Provide all Board members with the same level of infor­mation and to deal with the Board as a single unit, except when dealing with designated sub-committees of the Board;

12. Work effectively with sub-committees and individuals designated by the Board.

B. Personnel Supervision and Administration

1. Organizes the entire school with the highest authority below the Board, for supervision and administration of personnel, including the handling of employee problems;
2. Recommends the hiring and/or dismissal of all employees withstrict regard for applicable federal, state, and local laws without regard to race, creed, color, religion or national origin, age, or sex;

3. Establishes, with the approval of the Board, an objective evaluation system that allows the documentation of employee strengths and weaknesses, confidential dis­cussion of evaluations with employees, and control of staff quality. Releases information only with the Board's permission;

4. Assures that contractual obligations are met by all personnel;

5. Collects reports and other data from any and all per­sonnel at established intervals or as special situations require;

6. Assigns and transfers personnel consistent with applicable policies and regulations to accomplish objectives;

1. Reviews and recommends salaries of individuals and positions' rates or rate ranges of positions to the Board;

8. Develops and maintains a system for in-service growth and training of employees;

1. Reviews and recommends policies and programs relating to employee welfare including indirect compensation and morale;

10. Helps staff members secure required and approved resources to accomplish objectives.

C. Community and Public Relations

1. Makes public statements and clears such representations of staff members;

1. Refers public relations quickly and clearly to the Board whenever appropriate;

3. Develops and maintains suitable channels of communica­tion to media and others to assure helpful publicity;

4. Establishes self and staff as representatives of respon­sible education to the community, and assists the Board in maintaining its proper public image;

1. Assists the Board in the effective interpretation of educational philosophy;
2. Develops and protects good working relations with all levels of the education community and profession, particularly with designated secondary institutions and nursery schools;

7. Establishes and strengthens the bond with the community by allowing access to the school and its plant by community interests, consistent with the Board’s policy.

D. Pupil Services, Discipline and Curriculum

1. Coordinates bus schedules, operations, and passenger discipline and provide service to institutions approved by the Board;

2. Controls programs for kindergarten, secondary, and other pupil placement;

3. Controls the quality of instructional methods and materials;

4 Advises Board andstaff members participation on curriculum study with particular attention to improvement objectives and imposed limitations;

5. Suspends pupils as required foreffective discipline, advising Board of details whenever appropriate;

6. Remains available to staff during program operation;

7. Establishes and maintainssuitable required and helpful pupil record systems;

8. Does duty as Principal when that person is absent.

E. Business and Plant Management

1. Prepares and presents the school budget yearly to the Board and directs operations within limits set by approved budgets;

2. Develops and enforces policies for the use of facilities by outside interests, including rentals, registration, and control;

3. Advises Board an all matters pertinent to building con­struction, renovation, or discontinuance;

4. Represents Board as its business and purchasing agent, corresponding as needed;

5. Prepares grant requests for Board's approval;

6. Establishes rules and regulations for routine matters not specifically provided for by the Board;

1. Plans for the safeguard of materials, equipment, build­ings, and property as well as those authorized to use then.

8. Prepares reports and accomplishes surveys as required, keeping records appropriately;

9. Provides for proper maintenance and housekeeping of the plant.

F. Planning for Education

1. Consults on all matters pertaining to new buildings, facilities renovation, or discontinuance of facilities. Also consults on matters affecting the future of programs, equipment procurement, personnel, etc.;

2. Submits proposals with sufficient time for Board deliberation;

3. Assures that there is adequate representation of him­self and staff at meetings, seminars, forums, or other sources of planning ideas;

4. Recommends persons with specific knowledge needed to define particular problems and recommend solutions.