

POLICY

SOMERSET COUNTY
BOARD OF EDUCATION

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200-4

Subject:
Powers and Duties
of the
Superintendent

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1. **PURPOSE**

The purpose of the policy is to enumerate the powers and duties of the Superintendent of Schools.

2. **RESPONSIBILITIES, POWERS AND DUTIES**

A. Responsibilities – In addition to other duties as the Board of Education may assign, the Superintendent of Schools must ensure that the following responsibilities are carried out.

- (1) The laws related to the schools.
- (2) The bylaws of the State Board of Education.
- (3) The policies of the State Board of Education
- (4) The rules and regulations of the County Board of Education.
- (5) The policies of the County Board of Education.

B. Powers and Duties – The powers and duties of the Superintendent include the following:

- (1) Advise the Board of any question under consideration.
- (2) Interpret laws and decide controversies and disputes involving staff and or students.
- (3) Approve contracts.
- (4) Receive correspondence and prepare reports for the Board.
- (5) Provide for professional growth and development of teachers and all public school personnel through advice and professional development programs, training, and opportunities.
- (6) Visit schools and advise principals.
- (7) Evaluate programs of instruction.
- (8) Prepare and present the annual budget.
- (9) Seek in every way to secure adequate funds from local authorities for support and development of Somerset County Public Schools.
- (10) Make recommendations to the Board concerning facilities
- (11) Nominate for appointment by the Board all principals, teachers and other certificated personnel, as well as assistants of the Superintendent.
- (12) Assign and transfer those certificated personnel to their positions and transfer them as the needs of the system require.
- (13) Appoint clerical and other non-certificated support personnel.
- (14) Recommend to the Board the suspension or dismissal for cause of certificated personnel.
- (15) Discipline or delegate to staff the discipline of support personnel.