SUPERINTENDENT OF SCHOOLS

The Superintendent of Schools, as administrator and executive agent, shall be responsible to the Board of Education to carry out its policies.

The Superintendent of Schools, as the executive agent of the Board of Education, is delegated the responsibility to develop regulations needed to implement Board of Education policy and to effectively administer the schools under the jurisdiction of the Board of Education. The Board of Education develops policy. The Superintendent of Schools is expected to execute policy based on clearly defined administrative regulations. The areas in which administrative regulations are needed are too varied and numerous to be listed in a policy statement. They would cover instruction, care of buildings and equipment, selection of textbooks, enforcement of personnel policies, student behavior and all other acceptable functions of the Superintendent. The Superintendent of Schools is further authorized to delegate these responsibilities to principals and other professional personnel under his supervision. It is understood, however, that the delegation of these regulations does not absolve the Superintendent of Schools of responsibility.

DUTIES AND RESPONSIBILITIES

The Superintendent of Schools shall arrange for enforcement of all the state laws and regulations affecting the schools and shall see that all reports due the State Department of Education are properly prepared.

The Superintendent shall perform such duties as may be assigned him by the Board of Education and by statutes or local ordinance.

The Superintendent of Schools shall attend all meetings of the Board of Education, and such meetings of board committees as he may deem desirable, except when his own position, salary or tenure may be under consideration.

The Superintendent of Schools shall be responsible for planning and drafting preliminary statements of philosophy, policies, procedures, programs and decisions needed in the conduct of the schools, and for bringing such proposals before the Board of Education for its consideration and action; for presenting full explanation of the problems and needs involved; and for making recommendations to the Board of Education concerning such proposals, policies and programs.

The Superintendent of Schools shall keep the Board of Education informed of all developments affecting the control and direction of internal affairs of the school system, including, especially, rules and regulations or instructions affecting staff personnel management, safety of pupils and employees, or involving relations of the schools to other branches of the local government.
The Superintendent of Schools shall serve as the agent of communication between individual staff members, citizens, groups of employees and groups of citizens, and the Board of Education on official school business. The right of direct appeal to the Board of Education by an employee, other person or group of persons shall always remain open.

The Superintendent of Schools shall direct the development of the school budget document and submit it to the Board of Education. When the budget has been adopted by the Board of Education, he shall be responsible for seeing that its administration is in conformity with the requirements of laws, of official policies, regulations, accounting forms and any business, financial or administrative control established by the Board of Education.

The Superintendent of Schools may delegate to other employees of the Board of Education the exercise of any powers and the discharge of any duties imposed upon him by the rules and regulations or the vote of the Board of Education. The delegation of power or duty, however, shall not relieve the Superintendent of Schools of responsibility for the action taken under such delegation.

The Superintendent of Schools shall be the custodian of all property, real or personal, owned, leased or borrowed by the Board of Education, and as custodian of such property he shall neither lend, exchange, transmit, nor receive any property, real or personal, without the approval of the Board of Education except that under the stated policy of the Board of Education, he shall be responsible for granting permission for other than school use of the buildings, equipment and property and for the receipt of gifts to the schools.

The Superintendent of Schools shall be charged with the duty of executing the policies of the Board of Education in the use of the school buildings, fields, and other facilities by the public. If in the event the Superintendent of Schools feels that the use of school facilities requested should be refused and such refusal is not provided in stated Board of Education policy, he shall bring such requests before the Board of Education for a decision.

The Superintendent of Schools shall have the authority, and it shall be his duty, to recommend to the Board of Education school boundaries for school attendance, such areas as the adjustment of school programs or the proper use of physical facilities as required. Such changes shall be required. Such changes shall be reported to the Board of Education.

The Superintendent of Schools shall serve as a consultant to the Board of Education and building committees in the selection of school sites the planning of school buildings, and the repair and renovation of existing school buildings. He shall submit a plan of educational specifications for projected school buildings for the school board, school building committee and architect.

The Superintendent of Schools shall be responsible for knowledge of the legislative acts of the General Assembly and he shall be in a position to advise the Board of Education of the effect of the statutes upon the local situation.

The Superintendent of Schools shall be the administrative head of all personnel.
All applications or requests for positions in the school system shall be made to or referred to him and he shall investigate and evaluate candidates prior to recommendation to the Board of Education.

The Superintendent of Schools shall be expected to keep informed of the recent trends and practices in the field of education and to attend all conferences he feels will be of professional value and increase his knowledge and efficiency in this direction.

The Superintendent of Schools shall feel free to exercise his judgment in the number of meetings and conferences he should attend which are held within and without the system.

The Superintendent of Schools is the executive officer of, and educational advisor to, the Board of Education.

The Superintendent shall be the purchasing agent of the Board of Education. He shall have charge of all purchasing connected with the running of the schools.

The Superintendent of Schools shall have authority to close any or all schools whenever, in his judgment, it is deemed necessary.

Reports. The Superintendent of Schools shall submit to the Board of Education a monthly report of disbursements and budget balances at the regular meeting each month, and shall submit an annual report covering the preceding school year in October as required for printing in the Annual Town Report.

ADOPTED: March 24, 2014

WATERTOWN PUBLIC SCHOOLS
Watertown, Connecticut