

4310 - Superintendent of Schools

2011 4310

Administration

SUBJECT: SUPERINTENDENT OF SCHOOLS

Qualifications

New York State Certification as School District Administrator (SDA)

Description

- a) Accountable to the Board of Education, the Superintendent of Schools, as chief executive officer, is responsible for the operation of the School System within the general policies established by the Board of Education and within authority of law.
- b) The Superintendent of Schools is responsible and has commensurate authority for the optimum utilization of resources to provide educational opportunities within standards accepted by the community.

Responsibilities

- a) Interprets and communicates general policies established by the Board of Education to the School System and the community.
- b) Determines the objectives, policies, plans and programs for the short-and long-term successful conduct of the School System as a whole.
- c) Assures that educational opportunities and standards of the school are maintained on a high level.
- d) Recommends facility planning to anticipate educational needs of the community.
- e) Plans utilization of resources for the system as a whole and convey such planning to staff members.
- f) Takes timely action, as appropriate, for accomplishment of objectives.
- g) Promotes proper balance between long-and short-term objectives.
- h) Builds and maintains good relationships with the community served.

- i) Earns the respect of the community for professional and ethical leadership.
- j) Selects and appoints and removes persons in all positions with approval of the Board.
- k) Recommends annual and long-range budgets for the School System to the Board of Education.
- l) Reviews over-all short-and long-range plans for functions related to the School Superintendent as a whole.
- m) Attends all meetings of the Board of Education and such meetings of Board Committees as may be deemed desirable, except when the Superintendent's own status or salary is under consideration.
- n) Exercises other duties and responsibilities that will assist the Board of Education in fulfilling its legislative function.

Relationship Responsibilities

- a) Maintains positive relations and communication with the Board of Education informed on overall short-and long-range plans for the School System.
- b) Provides a climate which is conducive to effective staff relations.
- c) Refers matters which have a major or unusual effect upon the progress, success, or relationships of the School System to the Board of Education for information, advice, guidance, or approval, as appropriate.
- d) Establishes administrative regulations that are supportive and compliant of Board of Education policies and other mandates.
- e) Provides leadership by example and suggestions in maintaining good public relations throughout the organization by developing a reputation for:
 - 1. The professional competence of employees;
 - 2. The fair and equitable treatment of all personnel;
 - 3. The quality and timeliness of the educational programs;
 - 4. The contribution to the level of education in the community;
 - 5. The contribution to the advancement of the American form of democratic society;
 - 6. The contribution to advancement of the education profession.
- f) Participates personally in appropriate affairs of the community, industry, government and the profession of education.

Such Superintendent shall be under the direction of the Board of Education, which shall prescribe his powers and duties, except as otherwise provided in subdivision four of this section. He shall be paid a salary, to be fixed by the Board of Education, and he may be removed from office by a vote of the majority of all the members of such board, provided, however, that a Board of Education may enter into a contract with such Superintendent for a period of not less than three (3) and not more than five (5) years. Such contract may be renewed from time to time unless the Board of Education determines that it shall not be so renewed and notifies the Superintendent according to the terms and conditions of his/her contract.

Such Superintendent shall possess, unless otherwise specified by the by-laws of the Board of Education, the following powers and be charged with the following duties:

- a) To be the chief executive officer of the School District and the educational system, and to have the right to speak on all matters before the Board, but not to vote.
- b) To enforce all provisions of law and all rules and regulations relating to the management of the schools and other educational, social and recreational activities under the direction of the Board of Education.
- c) To prepare the content of each course of study authorized by the Board of Education. The content of each such course shall be submitted to the Board of Education for its approval and, when thus approved, the Superintendent shall cause such courses of study to be used in the grades, classes and schools for which they are authorized.
- d) To recommend suitable lists of textbooks to be used in the schools.
- e) To have supervision and direction of Associate, Assistant and other Superintendents, Directors, supervisors, Principals, teachers, lecturers, medical inspectors, nurses, auditors, attendance officers, janitors and other persons employed in the management of the schools or the other educational activities of the District authorized by this chapter and under the direction and management of the Board of Education; to transfer teachers from one school to another, or from one grade of the course of study to another grade in such course, and to report immediately such transfers to such Board for its consideration and actions; to report to such Board violations of regulations and cases of insubordination, and to suspend any Associate, Assistant or other Superintendent, Director, supervisor, expert, Principal, teacher or other employee until the next regular meeting of such Board when all facts relating to the case shall be submitted to such Board for its consideration and action.
- f) To have supervision and direction over the enforcement and observance of the courses of study, the examination and promotion of pupils, and over all other matters pertaining to playgrounds, medical inspection, recreation and social center work, libraries, lectures, and all other education activities under the management, direction and control of the Board of Education.

Adopted: 4/11/11