

4025 Superintendent

The superintendent is hired by and shall report directly to the board of education. All school employees shall be under the direct and/or delegated supervision of the superintendent. All of the grounds and buildings are supervised by the superintendent. He or she shall, at his or her discretion, make the board aware of any needed repairs and improvements. The board of education delegates to the superintendent the power and authority to make necessary corrections and decisions on all matters concerning the running of the school. The board will review all such rulings, corrections, decisions and such at regular or special board meetings.

The superintendent is charged with presenting an annual school budget to meet necessary statutory deadlines, and this budget shall be subject to the approval of the board of education and voters at the annual budget hearing and annual meeting. In conjunction with this budget preparation, the superintendent is charged with implementing the budget and shall be authorized to make all purchases he deems necessary after the board of education and voters approve the budget at the budget hearing. The superintendent shall present bills to the board of education monthly. He or she shall supervise the bookkeeping of all accounts.

The superintendent shall be in a position of approving all school activities, and he/she may delegate this authority to the principals, teachers, sponsors, etc. Such activities shall include, but not be limited to, the schedule, the closing of school, non-school activities (with board approval), calendars, and media releases.

The superintendent will be the chief administrative officer of the board of education and shall keep the board informed on important issues. He or she shall review all certified and non-certified employees applying for vacancies and shall make recommendations regarding these employees.

The superintendents other duties include, but are not limited to, the following items:

1. Maintain high standards of student conduct and enforce discipline as necessary, according due process to the rights of students.

2. Develop and implement in-service training of teachers, with special responsibility for staff administrative procedures and instruction.
3. Preparation of a school calendar for board adoption.
4. Recommend changes in board policy.
5. Responsible for implementation of board policy.
6. Supervise the education program.
7. Supervise the transportation director.
8. Supervise the lunch program.
9. Supervision of the teaching staff and evaluation.
10. Supervision of the guidance program.
11. Supervision of extra-curricular activities.
12. Enforce the negotiated agreement.

Adopted on: **November 15, 2010**

Revised on: _____

Reviewed on: _____