

DUTIES OF THE SUPERINTENDENT

It is the role of the Superintendent:

1. To attend all meetings of the Board of Education.
2. To ensure that all aspects of the District operations comply with State laws and regulations as well as Board contracts and policies.
3. To strive to increase the efficient use of District resources in the daily operations of the schools.
4. To analyze the results of K-12 instructional programs.
5. To recommend changes in instructional or staffing patterns based on an analysis of staff and program progress.
6. To work with principals to assure that decisions made at the building level are in accordance with the Shared Involvement Process (SIP).
7. To work cooperatively with parents and community groups concerned with programs in the schools.
8. To guide, direct, and evaluate personnel, projects and programs of the School District in conformance with the adopted policies of the Board.
9. To prepare comprehensive reports for the Board concerning all aspects of the school program.
10. To prepare the annual budget for consideration and action by the Board.
11. To administer and interpret the annual budget as approved by the Board.
12. To inform the Board of the employment, promotion, dismissal, transfer and retirement of all school employees.
13. To suspend any school employee from duty for just cause.
14. To prepare for approval all minutes and proceedings of the Board.
15. To cooperate with other school districts, legislative groups, professional organizations and officials in working for legislation and programs beneficial to education in general.

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16. To coordinate long term and short term planning for all aspects of District operations.
17. To perform other duties as assigned by the Board which will be of assistance to the board in fulfilling its legislative function to the School District.

*Adopted May 17, 1982  
Revised October 6, 2008*