

## Superintendent of Schools

The superintendent shall be the executive officer of the board and shall be directly responsible to it for:

- A. the execution of its policies;
- B. the faithful and efficient observance of its rules by all employees;
- C. the management of the several departments whose duties, apart from those required by law, he/she shall assign; and
- D. the enforcement of all laws relating to the schools or other educational, social, and recreational agencies or activities in the charge of the board.

He/she shall attend all meetings of the board, meet with all committees and have the privilege of taking part in all deliberations except when he/she is requested, either by the chairman or by the board, not to attend.

He/she shall prepare and submit to the board, for approval, bylaws, rules and regulations, statements of policy, programs and additional facilities requiring board action that he/she believes are needed for the proper conduct and control of the schools.

To assist the board in reaching sound judgments, establishing policies and approving those matters that the law or the bylaws require the board to approve. He/she shall be responsible for placing before the board, necessary and helpful facts, comparisons, investigations, information and reports and for making available at the proper time the personal advice on special or technical matters, aside from legal questions, of those persons who, in his/her opinion or that of the board or the president, are particularly qualified to furnish it.

He/she shall be responsible for keeping and for presenting to the board in a form that will facilitate their deliberations and proceedings, records of problems, conditions, and duties requiring action by them.

He/she shall nominate for election by the board, in each case recommending the salary to be paid, all employees requiring election by law or the bylaws. After the election of architects, their work shall be supervised and directed by the superintendent in the same manner as provided herein for other heads of departments.

Only the persons who in the judgment of the superintendent are the best qualified of those available at the time shall be nominated and no person shall thus be nominated for any position who does not fulfill the requirements of the law and of the board. He/she may assign or transfer them, and, pending final action by the board may suspend any person employed on his/her recommendation. He/she shall report any such suspension to the board not later than its next regular meeting. He/she shall appoint or dismiss classified employees, not required by law or the bylaws to be elected by the board, and shall exercise with respect to them the same powers as provided herein for the supervision of those elected by the board.

He/she shall recommend to the board for its approval new courses of study, the elimination of obsolete courses of study, and the adoption of textbooks.

He/she shall be responsible for preparing and submitting to the board a tentative budget for the ensuing fiscal year and a final detailed budget.

He/she shall have power to approve and direct, in accordance with law and the rules of the board, purchases and expenditures, within the limits of the budget approved by the board.

In the interest of efficient administration, he/she shall have the power to decide all matters of administrative detail for which no specific provision has been made in the law, the board's bylaws, or policies. The superintendent shall report at the next regular meeting those decisions, which he/she believes, should be authorized by appropriate bylaws or policies.

He/she shall, as frequently as practicable and upon the request of the board, transmit written or verbal reports on the condition of the schools, the work of the several departments, measures of progress and the results of the administration of the board's policies.

Policy Adopted: 12/75

Policy Reviewed: 9/1/88