

## **SUPERINTENDENT'S DUTIES AND RESPONSIBILITIES**

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Purpose: To establish the basic structure for the duties of the superintendent.

The administration of the district in all aspects will be delegated to the school superintendent who will carry out his/her administrative functions in accord with the policies adopted by the board. He/She will be the chief executive officer of the board.

The superintendent's specific responsibilities will include, but not be limited to, the following.

- Administer the development and maintenance of a positive educational program designed to meet the needs of the community.
- Recommend policies, guidelines and procedures for adoption by the board.
- Implement the policies, guidelines and procedures adopted by the board.
- Recommend the number and types of positions required to provide proper instructional personnel for the operation of the school program.
- Nominate for appointment, assign and define the duties of all instructional personnel subject to approval of the board.
- Make recommendations to the board with respect to school accommodations, boundaries for school attendance and for assignment of students to the various schools.
- Prepare the annual budget for board approval.
- Set clear, student-related objectives for administrators and evaluate school leaders based on their attainment of objectives that enable academic progress in schools.
- Represent the schools before the public and maintain through cooperative leadership, both within and without the schools, such a program of publicity and public relations as may keep the public informed of the activities, needs and successes of the schools.

The superintendent is the only person in the system with whom the board needs to be directly involved in decisions regarding appointments of personnel. Because we believe the total responsibility for the administration of the school system should rest with the superintendent, the board has the responsibility for developing a systematic means of evaluating the superintendent's effectiveness in implementing the objectives expressed in policies. The superintendent has the responsibility for evaluating the effectiveness of all other district personnel.

The superintendent, in his/her discretion, may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the superintendent by these policies or by vote of the board. The delegation of powers or duties, however, will not relieve the superintendent of responsibility for action taken under such delegation.

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### **Administration in the absence of policy**

If a situation arises that is of great importance and requires immediate attention, the superintendent will act to resolve the situation. The superintendent will inform the entire board promptly of such action and of the need for policy.

In such cases, the superintendent's decisions will be temporary and subject to review by the board for approval or disapproval at its next meeting.

Adopted 7/1/75; Revised 8/13/91, 8/10/04