

**Duties and Responsibilities of the Superintendent**

**Qualifications**

The Superintendent must hold an earned master's degree from an approved institution and possess or be eligible for an administrative certificate. He shall have had no less than six years of experience in teaching. The teaching must include at least one year in an administrative position.

**Appointment and Contract**

The Board of Directors shall appoint the Superintendent. Contracts shall be open to negotiation with a maximum of three years on any one contract. The contract of the Superintendent shall be reviewed by the Board each year and notice shall be given of the Board's intention to extend or terminate. The Superintendent shall review with the Board the performance of his duties and if in the opinion of a majority of the Board his services are unsatisfactory, he shall be notified in writing of the exact nature of these areas where conditions must be improved. The Superintendent shall be given an opportunity to correct the condition, but the Board may choose not to renew the contract at the end of the contract period.

**Duties**

1. The Superintendent shall serve as the administrative officer of the school board and shall be charged with the responsibility of implementing the policies of the Board. He shall prepare the agenda for each meeting, shall attend all meetings (unless excused by the chairman) shall participate in all deliberations of the Board except those relating directly to his salary.
2. He shall administer the school in conformity with the adopted policies of the Board and in accordance with the rules and regulations of the State Board of Education. He shall be responsible to know and apply the appropriate laws relating to school finance and conduct.
3. He shall be responsible to develop administrative principles and procedures for implementing board policies with the staff and provide a continuous appraisal of all policies originating with the school board.
4. He shall have the authority and responsibility of recommending for appointment (and employment) all employees for demotion, transfer, dismissal and promotion in accordance with acceptable business policies and in harmony with stated board policy.
5. He shall be responsible for the interviewing, evaluation of applicants for teaching positions and support staff and shall nominate qualified persons to the board. It is his responsibility to evaluate and determine the placement of new teachers on the salary schedule.

6. He shall assign instructional and non-instructional personnel. It is his direct responsibility to provide a feasible and acceptable school schedule which meets the needs of students and fulfills the state statutes relating to education. He shall solicit and make use of the counsel of the staff but shall be responsible for the final schedule preparation and assignment of staff members to their positions.
7. Develop and supervise a program of continuous curriculum improvement for all grade levels, working with supervisors, consultants and teachers to make the program effective.
8. Prepare and submit to the board for approval the courses of study and curriculum to be offered in the schools of the district. In the preparation of courses of study and in the selection of textbooks and other supplementary materials, he shall seek the cooperation of the officers of instruction and of such special committees of teachers, supervisory personnel and representatives from student and community groups as may be necessary.
9. Direct the in-service training of teachers and other professional personnel through conferences, workshops, group discussions, committees and the use of consultants in special areas.
10. Employ or authorize the employment of all non-teaching personnel as provided in the annual budget of the district or as approved by the Board.
11. Submit financial and other reports to the Board to keep it informed of the current status of the district's fiscal and other affairs.
12. Develop recommendations to the Board for the improvement of the schools and their instructional programs.
13. Determine the need for additional school facilities, recommend to the Board plans for meeting the need.
14. Attend, at the expense of the district, professional meetings of State and National scope within the limits of funds budgeted for the purpose.
15. Serve as director of research to develop such studies as will indicate future school enrollment, determine the effectiveness of the instructional program and provide other information to be used for necessary expansion and improvement of the schools.
16. Supervise matters pertaining to the physical plant, the purchasing of supplies and equipment and the business affairs of the district.
17. Issue purchase orders for all supplies and equipment approved for purchase by the Board or authorized by the annual budget and be responsible for storing and distributing supplies and equipment as needed.
18. Establish a program of orientation and in-service training for non-instructional personnel as necessary to improve their services.
19. Assume responsibility for the use and maintenance of building and grounds.
20. Supervise the construction and alteration of buildings according to plans and specifications approved by the Board and contracts let by it.
21. Supervise the repair of buildings, grounds and equipment authorized by the Board or included in the annual budget.
22. Perform such other duties as the Board may determine or which may be necessary for the efficient and effective operation of the district schools.

Adopted: February 9, 1993