

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: **Qualifications and Duties of the Superintendent**

Policy Number: **CBA** Effective Date: **5/2024**

Date of Original Policy and Revisions: **9/85, 6/91, 9/94, 11/99, 10/05, 10/08, 10/10, 5/13, 1/16, 10/19**

Cancels Policy No.: **CE** Dated: **9/85**

Date of Next Review: **5/2027**

POLICY

Performance Responsibilities

The Superintendent:

1. Serves as chief executive officer of the Board except as otherwise provided by law; assists in making rules in accordance with law and Board policies, and decides all matters of administrative and supervisory detail in connection with the operation and maintenance of the schools;
2. Directs the development of policies for approval by the Board, delegating such responsibility to associates and subordinates as deemed desirable;
3. Attends meetings of the Board, except when excused, and takes part in the deliberations, but does not vote;
4. Assists the Board in reaching sound judgments, establishing policies and approving those matters which the law requires the Board to approve, places before the Board necessary and helpful facts, comparisons, investigations, information and reports and makes available the personal advice on special or technical matters by those persons who are qualified to furnish it;
5. Implements Board policy;
6. Makes periodic and annual reports concerning the operation of the District;
7. Recommends the appointment, assignment, transfer, promotion, demotion, discharge and/or suspensions of any employees of the Board below the rank of Superintendent as provided by law and Board policies, with such recommendations reported to the Board for approval;
8. Directs the professional supervisory staff in visits to the school under his/her charge; through this staff, directs, assigns and assists teachers and all other educational employees in the performance of their duties; classifies, assigns, and controls the promotion of students; and performs such other duties as the Board determines;
9. Directs the work of the professional staff in evaluating curriculum and textbooks and/ upon the basis of such study, makes recommendations to the Board;
10. Supervises the establishment or modification of school attendance and transportation area boundaries subject to Board approval;
11. Directs the preparation of an annual budget showing the estimated receipts and disbursements necessary to cover the needs of the district for the ensuing fiscal year and submits this estimate to the Board in accordance with law;
12. Approves and directs, in accordance with law and Board regulations, purchases and expenditures, within the limits of the budget;

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13. Exercises leadership in directing studies of sites and buildings, considering the population trend and the educational and cultural needs of the district, to ensure timely decisions by the Board and electorate regarding construction and renovation projects;
14. Represents the District in dealings with other school systems, social institutions, business firms, government agencies and the general public;
15. Keeps the public informed about modern educational practices, educational trends, and the practices and problems in the district; and,
16. Exercises general supervision over operation of the District that includes, but not limited to:
 - a. Personnel – nomination, assignment, transfer, promotion, non-renewal, non-extension, dismissal, etc.
 - b. Staff development – in-service, training, etc.
 - c. Curriculum and instruction – development, evaluation, etc.
 - d. Health services – planning and operation
 - e. Special education – planning and operation
 - f. Extra-curricular programs – planning and operation
 - g. Transportation – planning and operation
 - h. Safety and equity programs – planning and operation

The specific enumeration of the Superintendent's duties as detailed above will not act to limit the School Board's authority and responsibility.

Recruitment and appointment of the Superintendent

When it becomes necessary to replace the Superintendent, the Board of Education will establish appropriate methods and procedures for hiring of a new Superintendent. The selection of a new Superintendent will be approved by the School Board.

Training and Qualifications

The District Board will determine the specific qualifications necessary (personal, educational background, licensure, and experience) at such time as hiring a Superintendent of Schools is to commence.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

[ORS 332.075](#)

[ORS 342.143](#)

[ORS 342.173](#)

[ORS 342.850](#)

[OAR 584-020-0000 – 0035](#)

[OAR 584-046-0003 - 0024](#)

[OAR 584-080-0151](#)

[OAR 584-080-0152](#)

[OAR 584-080-0161](#)