

Superintendent Responsibilities and Duties

The Governing Board desires to establish a productive working relationship with the Superintendent and to ensure that the work of the Superintendent is focused on student learning and achievement and the attainment of the District's vision and goals. The Board also desires to provide a fair basis for holding the Superintendent accountable. The responsibilities of the Superintendent are detailed in law, in the Superintendent's contract, and throughout Board policies and administrative regulations.

The Board shall clarify expectations and goals for the Superintendent at the beginning of every evaluation year.

The Superintendent is the chief executive officer and educational leader of the District. As the chief executive officer of the District, the Superintendent shall implement all Board decisions and manage the instructional and noninstructional operations of the schools. The Superintendent also serves as a member of the District's governance team and has responsibilities to support Board operations and decision making.

He/she executes all Governing Board decisions and is accountable to the Board for managing the schools in accordance with the Board's policies. He/she informs the Board about school programs, practices, and problems and offers professional advice on items requiring Board action, with appropriate recommendations based on thorough study and analysis.

The Board delegates to the Superintendent the power to make decisions concerning internal operations of the District. The Superintendent may delegate any of his/her responsibilities and duties to other District staff, but he/she remains accountable to the Board for all areas of operation under the Superintendent's authority.

The Superintendent shall have general supervision of all personnel and shall develop and execute consistent, fair, and fiscally sound personnel procedures and practices, including an evaluation program for all District employees. He/she shall oversee all financial operations of the District and seek out new funding sources for the schools.

The Superintendent shall take an active leadership role in the development and improvement of the instructional program. He/she is expected to create a feeling of unity and enthusiasm among students and staff for the accomplishment of District goals.

The Superintendent shall articulate educational issues and values before the community and other governmental agencies. He/she shall be accessible to community members and shall work with them to further the District's goals and build a strong, positive community attitude toward the school system.

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The Board expects the Superintendent to remain current on educational thought and practices by reading educational publications, attending educational conferences, and visiting other school systems in the interest of improving the District's instructional program and overall operation. The Superintendent shall inform the Board and staff of new developments and significant events in the field of education.

Legal Reference: Education Code Sections 17604, 17605, 35020-35046; 48900

Policy Adopted: 12/04/1956

Policy Amended: 06/16/1959; 11/21/1978; 01/15/1985; 01/20/1998; 10/07/2003; 05/21/2019

Formerly BP 2110a, BP 2122