

## **Administration**

### **Superintendent Responsibilities And Duties**

The Board of Trustees desires to set clear expectations of the Superintendent's responsibilities and duties in order to establish a productive working relationship with the Superintendent, ensure that the work of the Superintendent is focused on achievement of the district's philosophy and goals, and provide a fair basis for evaluating the Superintendent. The responsibilities are detailed in law, Board policy, and the Superintendent's contract.

(cf. 0000 - Philosophy)

(cf. 2000 - Concepts and Roles)

(cf. 2111 - Superintendent Governance Standards)

(cf. 2121 - Superintendent's Contract)

(cf. 2140 - Evaluation of the Superintendent)

The Superintendent shall be the chief executive officer of the school district under the direction of the Board of Trustees. The Superintendent is responsible for the management of the schools as authorized by the Board's policy and is accountable to the Board. He/she shall have general supervision of all personnel of the district.

The Board of Trustees delegates to the Superintendent the power to make decisions concerning internal operations of the school district.

The Superintendent may, at his/her discretion, delegate to other school personnel the exercise of power or discharge of any duties imposed upon him/her by the policies or vote of the Board as far as the law permits. The delegation of power or duty shall not relieve the Superintendent of the responsibility for the action taken by his/her designee.

The Superintendent is involved in the collective bargaining process in that he/she provides advice and leadership to the Board and may act as the district's chief negotiator unless otherwise delegated.

### **Professional Development**

The Board encourages the Superintendent to pursue a course of professional development that will keep him/her informed on current educational thought and practices. Professional development within the district may include the reading of books, periodicals or other publications in the field of education. The Superintendent is encouraged to attend educational conferences, seminars, workshops, professional meetings and to visit other school systems in the interest of improving the district's instructional program and overall operation. The Superintendent shall keep the professional staff informed of new developments in the field of education.

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### **Superintendent Responsibilities And Duties (continued)**

As the chief executive officer of the district, the Superintendent shall implement all Board decisions and manage the schools in accordance with law and Board policies. The Superintendent has responsibilities related to students and the instructional program, personnel, non-instructional operations, and the community. The Superintendent also serves as a member of the district's governance team and has responsibilities to support Board operations and decision making.

(cf. 2210 - Administrative Leeway in Absence of Governing Board Policy)

(cf. 9000 - Role of the Board)

The Superintendent may delegate any of his/her responsibilities and duties to other district staff but remains accountable to the Board for all areas of operation under the Superintendent's authority.

(cf. 2220 - Administrative Staff Organization)

#### Legal Reference:

##### EDUCATION CODE

17604 Delegation of powers to agents

17605 Delegation of authority to purchase supplies, equipment and services

35020 Duties of employees set by governing board

35026 Employment and duties of district superintendent

35035 Additional powers and duties of superintendent

48900 Authority of superintendent to recommend suspension or expulsion

Policy Adopted: March 23, 1987

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