

Administration

Superintendent's Job Description

1. The Superintendent of Schools is the chief executive officer of the Board of Trustees. (Education Code 35035)
2. The Superintendent shall act as secretary to the Board.
3. The Superintendent is responsible for carrying out all policies established by the Board.
4. In cases not specifically covered by Board policies, the Superintendent shall take appropriate action and report such action to the Board not later than the next Board meeting.
5. All individuals employed by the Board are responsible to the Superintendent of Schools.
6. The Superintendent shall establish such regulations and give such instructions to school employees as may be necessary to make the policies of the Board effective. Such delegation and assignments, however, shall not relieve the Superintendent of final responsibility for actions of subordinates.
7. The Superintendent (or designee with Board approval) shall be present at all meetings of the Board and its special committees except when matters pertaining to his reemployment are being considered by the Board. The Superintendent shall be advisor to the Board in all its deliberations.
8. The Superintendent (or designee with Board approval) shall be responsible for supervising the preparation and submission of the district budget to the Board for the ensuing fiscal year. He shall revise and take any other action concerning the budget as the Board may designate.
9. The Superintendent (or designee with Board approval) shall submit regular financial and budgetary reports to the Board of Trustees. The report shall include any outstanding obligations incurred by the school district. (Education Code 35035)

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Superintendent Job Description (continued)

10. In accordance with policies of the Board, the Superintendent shall have power within the limits of major appropriations approved by the Board to approve and direct all purchases and expenditures.

The Superintendent shall have the power to enter into any contracts on behalf of the Board of Trustees. (Education Code 35035) The Superintendent shall be personally liable for any district moneys paid out as a result of his misconduct in relations to any contracts made. (Education Code 39656)

11. The Superintendent shall submit, in writing, his recommendations in respect to all candidates for employment. The Board shall accept or reject such recommendations, but should employ employee candidates only on the Superintendent's recommendation.
12. The Superintendent shall determine whether certificated employees have a valid certificate as required by law. (Education Code 35035)
13. The Superintendent shall formulate and recommend for the consideration of the Board personnel policies needed for efficient functioning of the district staff.

The Superintendent shall assign all personnel within the district, subject to Board approval.

The Superintendent shall have the power to transfer certificated employees from one school to another. His decision shall be based on the best interest of the district and be consistent with the adopted Board policy concerning transfers and the provisions of existing collective bargaining agreements. (Education Code 35035)

(cf. 4114 – Transfers/Reassignment)

14. The Superintendent shall provide professional leadership for the education program of the schools. He shall formulate educationally sound policies and present them to the Board for consideration. The Superintendent shall regularly report to the Board on all aspects of the district's education program. He shall provide for program articulation with the Fullerton Joint Union High School District whenever possible and feasible.

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Superintendent's Job Description (continued)

15. The Superintendent shall be responsible for insuring the evaluation of each staff member.
16. The Superintendent is responsible for the implementation of a plan for maintenance, improvement or expansion of buildings and site facilities.
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18. Within budget appropriations and conference policy set by the Board, the Superintendent is authorized to approve conference expenses for employees on official business.
19. The Superintendent shall submit to the Board periodic reports on the operation of the school system as well as any special reports requested by the Board.
20. The Superintendent shall keep and regularly update an inventory of all property, furnishings, materials and supplies of the district.
21. The Superintendent shall formulate and administer a program of supervision for all schools.
22. The Superintendent shall recommend to the Board of Trustees a student's suspension or expulsion under the appropriate circumstances. (Education Code 48900)
23. The Superintendent shall submit a school calendar for the ensuing school year to the Board for approval.

Minimum Qualifications

1. The Superintendent shall have an appropriate administrative credential.
2. The Superintendent shall have a Master's Degree, and, preferably, a Doctorate Degree.

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Superintendent's Job Description (continued)

3. The Superintendent shall have teaching experience at a variety of levels.
4. The Superintendent shall have administrative experience at a variety of levels.

Supervision Over: Assistant Superintendents, Building Principals, Directors and personnel assigned.

Supervision From: Board of Trustees

Evaluation By: Board of Trustees

Period of Service: As per individual contract

Legal Reference:

EDUCATION CODE

35020 Duties of employees set by governing board

35026 Employment of district superintendent by certain districts

35028 Qualifications for employment

35029 Waiver of certification requirement for chief administrative officer of the district

35031 Term of employment (up to four years)

35032 Salary increases

35035 Additional powers and duties of superintendent

48900 Authority of superintendent to recommend suspension or expulsion

Policy Adopted: March 23, 1987

Policy Revised: September 26, 2005;