

## Administration

### SUPERINTENDENT RESPONSIBILITIES AND DUTIES

The Board of Trustees 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.

(cf. 0000 - Vision)  
(cf. 2000 - Concepts and Roles)  
(cf. 2111 - Superintendent Governance Standards)  
(cf. 2121 - Superintendent's Contract)

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

(cf. 2140 - Evaluation of the Superintendent)

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.

(cf. 2210 - Administrative Leeway in Absence of Governing Board Policy)  
(cf. 9000 - Role of the Board)  
(cf. 9122 - Secretary)

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.

(cf. 4301 - Administrative Staff Organization)

#### *Legal Reference:*

##### EDUCATION CODE

17604 Delegation of powers to agents  
17605 Delegation of authority to purchase supplies, equipment and services  
35020-35046 Powers and duties of superintendent  
48900 Authority of superintendent to recommend suspension or expulsion

#### *Management Resources:*

##### CSBA PUBLICATIONS

Maximizing School Board Governance  
Superintendent Governance Standards, 2001

##### WEB SITES

CSBA: <http://www.csba.org>  
American Association of School Administrators: <http://www.aasa.org>  
Association of California School Administrators: <http://www.acsa.org>

Policy Adopted: 11/8/06

ORCUTT UNION SCHOOL DISTRICT  
Orcutt, California