

DUTIES OF THE SUPERINTENDENT

The Superintendent of Schools, as Chief Executive Officer of the Board of Education, will have the specific powers and duties discussed below and will be directly responsible to the Board for their proper exercise.

The Superintendent shall:

1. Act as the District's Chief Executive Officer;
2. Be the Board's personal advisor in all matters and keep the Board informed on all aspects of District operations;
3. Recommend appropriate school policies for the Board's consideration, and implement and execute all policies adopted by the Board;
4. Be responsible for the assessment and identification of student, staff, and community needs, and developing strategies to deal with these needs;
5. Be responsible for developing plans and the means for the improvement of both teaching and the instructional program;
6. Supervise Building Principals;
7. Be responsible for recommending the selection, placement, upgrading, measuring, and regarding of all staff;
8. Be responsible for the evaluation of all staff performance;
9. Be responsible for the efficient operation of the school plan;
10. Be responsible for preparing a budget, accounting for the income and expenditure of all funds, accounting for all fiscal aspects of the school operation, and insuring that the system receives the maximum return for tax dollars;
11. Be responsible for providing services to pupils such as transportation, diagnostic and remedial services, cafeteria service, etc.;
12. Be responsible for keeping the community aware of the conditions, needs, and aspirations of the school system; and
13. Be responsible for all other duties assigned and all other responsibilities contained within the Education Law.

Reference: Education Law §§1604(8), 1709, 1711, 1804, 2508

Revised: August 21, 2001

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