DUTIES OF THE SUPERINTENDENT

The Board of Education (the Board) recognizes the need for the superintendent of Schools to have clearly identified responsibilities and the commensurate amount of responsibility to carry out these responsibilities. Therefore, a job description outlining the responsibilities and authority of the position will be developed by the Superintendent for approval by the Board.

The responsibilities of the Superintendent shall include the following:

Relationship with the Board

A. preparation of reports and materials for the Board;
B. presentation of reports to the Board;
C. making recommendations to the Board;
D. keeping the Board informed about operations in the district;
E. implementing Board actions; and advising the Board on the need for new and/or revised policies and ensuring that all policies of the Board are implemented.

Community Relations

A. maintaining contacts with the media;
B. interpreting District problems and concerns for the community and the public;
C. interpreting educational programs for the community;
D. responding to the concerns raised by the community; and
E. making periodic communications through publications, reports, newsletters, etc., to the community.

Staff Personnel Management

A. hiring District personnel;
B. utilizing employed personnel;
C. administering personnel policies and procedures;
D. administering a salary and benefits program;
E. administering the personnel evaluation program;
F. maintaining current administrative job descriptions; and
G. maintaining an administrative organization chart showing the relationship among the various administrators and staff.

Business and Fiscal Management

A. determining the educational needs of the District;
B. forecasting financial requirements;
C. preparing the budget;
D. management of budget allocations;
E. cost accounting and cost effectiveness management;
F. procurement of equipment, materials, supplies, etc.; and
G. making financial reports.

Facilities Management

A. planning and providing for physical facilities;
B. management and maintenance of buildings and grounds;
C. providing for the security and safety of personnel and property;
D. planning for and managing modifications, renovations, expansions, and discontinuation of facilities; and
E. directing the utilization of facilities.

**Curriculum and Instructional Management**

A. keeping current with trends and developments in curriculum and instruction;
B. initiating new programs, modifying existing programs, and discontinuing others;
C. directing the supervision of instruction;
D. monitoring the effectiveness of instructional programs; and
E. planning and direction of in-service and staff development; and
F. management of state and federal programs and projects.

**Management and Student Services**

A. providing comprehensive student personnel services;
B. managing enrollment and attendance policies and procedures;
C. managing student behavior and discipline;
D. providing for the health and safety of students; and
E. acting as a liaison with community agencies concerned with student services.

**Comprehensive Planning**

A. developing and implementing short- and long-range planning;
B. developing management systems;
C. training administrators and supervisors in planning;
D. developing accountability procedures; and
E. evaluating planning results.

**Professional and Personal Development**

A. keeping current with advances in the professional field;
B. representing the District at local, state, and national meetings of interest to education;
C. contributing to the profession by writing and speaking; and
D. participating in local, state, and national professional organizations.

Ref:  Education Law §§1604(8); 1711; 1804

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