

**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 Discretion Regarding 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)*

The duties of the Superintendent's office shall take precedence over any outside professional activities.

The Superintendent is the chief executive officer and educational leader of the district. He/she executes all Board of Trustees decisions and is accountable to the Board for managing the schools in accordance with the Board's policies. He/she informs the Board about school programs, practices and problems and offers professional advice on items requiring Board action, with appropriate recommendations based on thorough study and analysis.

The Board delegates to the Superintendent the power to make decisions concerning internal operations of the district. The Superintendent may delegate to other school staff any duties imposed upon him/her by the policies or vote of the Board, as far as the law permits. This delegation of power or duty shall not relieve the Superintendent of responsibility for actions taken by his/her designees.

## **SUPERINTENDENT RESPONSIBILITIES AND DUTIES (continued)**

The Superintendent shall act as the District's agent in developing legal settlements. A tentative agreement becomes final upon approval by the Board of Trustees.

The Superintendent shall have general supervision of all personnel and shall develop and execute consistent, fair and fiscally sound personnel procedures and practices, including an evaluation program for all district employees. He/she shall oversee all financial operations of the district and actively seek out new funding sources for the schools.

The Superintendent shall take an active leadership role in the development and improvement of the instructional program. He/she is expected to create a feeling of unity and enthusiasm among students and staff for the accomplishment of district goals.

The Superintendent shall articulate educational issues and values before the community and other governmental agencies. He/she shall be accessible to community members and shall work with them to further the district's goals and build a strong, positive community attitude toward the school system.

The Board expects the Superintendent to remain current on educational thought and practices by reading educational publications, attending educational conferences, and visiting other school systems in the interest of improving the district's instructional program and overall operation. The Superintendent shall inform the Board and staff of new developments and significant events in the field of education.

*(cf. 2100 - Superintendent of Schools: Responsibilities and Duties)*

### *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>

**SUPERINTENDENT OF SCHOOLS: RESPONSIBILITIES AND DUTIES**

The Superintendent is the chief executive officer of the school district and is directly responsible to the Board of Trustees. He/she supervises all district operations in accordance with Board policies and Board direction. Although the Superintendent may delegate appropriate powers and duties so that operational decisions can be made at various administrative levels, he/she is accountable for the execution of these powers and duties.

**Responsibilities Related to the Board The Superintendent:**

1. Advises the Board on the need for new and/or revised policies and makes policy recommendations based on data and input from staff and advisory committees
2. Submits to the Board recommendations relative to all matters requiring Board action, together with the materials needed for informed decisions
3. Reports periodically on all district operations
4. Conducts special studies requested by the Board
5. Secures legal opinions when needed
6. Provides advice and leadership to the Board and to the district's chief negotiator during the collective bargaining process
7. As secretary to the Board, prepares the agenda and minutes of Board meetings, handles Board correspondence, and maintains all Board records, contracts, securities and other documents
8. Assists the Board in designing a process for evaluating Superintendent performance based on mutually agreed upon goals and objectives

**Responsibilities Related to Personnel** (pertains to ACUSD only\*)**The Superintendent:**

1. Coordinates the work of all schools and departments
2. Defines the duties of all personnel and coordinates administrative staff activities
3. Selects and recommends to the Board candidates for employment, in accordance with nondiscrimination policy and affirmative action plans\*
4. Advises the Board regarding the leave, classification, retirement, resignation, promotion, suspension or dismissal of district employees\*

**SUPERINTENDENT OF SCHOOLS: RESPONSIBILITIES AND DUTIES** (continued)

5. Assigns personnel within the district in accordance with Board policy and the collective bargaining agreement
6. Promotes a positive work environment
7. Ensures that each staff member is evaluated and identifies appropriate opportunities for continued professional development
8. Maintains appropriate channels of two-way communication within the district
9. Ensures that staff is informed about relevant federal, state, and county laws; district policies, regulations and procedures; and matters related to the improvement and welfare of the schools
10. Anticipates, manages and resolves conflict
11. Serves as liaison between the Board and staff

**Responsibilities Related to Students and the Instructional Program The Superintendent:**

1. Enforces compulsory attendance laws
2. Provides the Board with regular evaluations of district programs and student progress
3. Together with staff, studies the curriculum and makes recommendations to the Board regarding the courses of study, major changes in texts and time schedules and promising programs
4. Apprises the Board of contemporary educational practices and related legislative issues which he/she discovers by reading, attending professional conferences and visiting other school systems
5. Ensures that there is a continuous focus on student growth and learning
6. Ensures equitable administration of student discipline policies. Under appropriate circumstances, recommends to the Board a student's suspension or expulsion
7. Works with staff, the Board and the community in planning and implementing support services for students

**SUPERINTENDENT OF SCHOOLS: RESPONSIBILITIES AND DUTIES** (continued)

**Responsibilities Related to Noninstructional Operations The Superintendent:**

1. Seeks and identifies sources of income and funding
2. Maintains and updates adequate enrollment and scholastic records, business and property records and personnel records
3. Submits to the Board periodic financial and budgetary reports which identify the district's outstanding obligations
4. Annually prepares and submits to the Board the district budget for the upcoming year; revises this budget or takes other related action as the Board designates
5. Approves all expenditures in accordance with Board policy and within Board-approved appropriation limits.
6. Makes recommendations to the Board regarding the maintenance, safety, improvement and/or expansion of school facilities, sites, equipment and transportation services
7. Develops regulations and procedures for the management of school operations and the use and care of school properties
8. Monitors district property, casualty and workers' compensation loss experience to ensure that appropriate risk management and loss control strategies are employed

**Responsibilities Related to the Community The Superintendent:**

1. Serves as a spokesperson as assigned in relationships with city, county and state governments, private agencies, and the school community
2. Keeps the community informed about school matters; promotes community support and involvement with the schools
3. Participates in appropriate community organizations and functions
4. Hears complaints against the schools and resolves controversies