

Administration

NEW**SUBJECT: SUPERINTENDENT OF SCHOOLS**

The Superintendent is the chief executive officer of the District. He or she is responsible for carrying out the policy of the Board and for keeping it informed of matters which should be weighed by the Board in reaching decisions. He or she is responsible to the Board in his or her stewardship of the entire school system.

The Superintendent will have the specific powers and duties discussed below and will be directly responsible to the Board for their proper exercise. As chief executive officer of the District, his or her will:

- a) Attend all regular, special, and work meetings of the Board except that the Superintendent may be excluded when his or her employment contract or performance is discussed in executive session;
- b) Administer all policies and enforce all rules and regulations of the Board;
- c) Review the local school situation and recommend to the Board areas in which new policies seem to be needed;
- d) Organize, administer, evaluate, and supervise the programs and personnel of all school departments, instructional and non-instructional;
- e) Recommend to the Board the appointment of all instructional and support personnel;
- f) Prepare and recommend to the Board the annual District budget in accordance with the format and development plan specified by the Board;
- g) Advise the public about the activities and needs of the schools through his/her written and spoken statements, and will be responsible for all news releases emanating from the local schools;
- h) Create all salary scales and administer the salary plan approved by the Board. Some of these salary scales will be developed within staff contracts negotiated under the provisions of the Taylor Law;
- i) Determine the need and make plans for plant expansion and renovation;
- j) Recommend for hire, evaluate, promote, and dismiss all professional and non-professional staff personnel;
- k) Prepare or supervise the preparation of the teacher's handbook, staff bulletins, and all other District-wide staff materials;

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- l) Plan and coordinate the recruitment of teachers and other staff to assure the District of the best available personnel;
- m) Plan and conduct a program of supervision of teaching staff that will have as its goal the improvement of instruction, and, at the same time, will assure that only the teachers found to have a high degree of competence will be recommended for tenure;
- n) Distinguish for all concerned between the areas of policy decisions appropriate to the Board and management decisions appropriate to the District's administrative personnel;
- o) Transfer personnel when necessary and/or desirable to promote optimal effectiveness. Any personnel transfers will be made pursuant to appropriate guidelines established by state laws, District policies, and negotiated contracts; and
- p) Submit data from the School Report Card or other reports of student or District performance as prescribed by and in accordance with requirements of the Commissioner of Education.

Education Law §§ 1711, 2508 and 3003
8 NYCRR § 100.2(m)

Adopted: 1988
Revised:

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OLD MOVED TO 4310 DELETE

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- a) As chief executive officer of the District, he or she shall have to speak on all matters before the Board, but not to vote.
- b) He or she shall enforce all provisions of law and all rules and regulations relating to the management of the schools and other educational, social, and recreational activities under the direction of the Board.
- c) He or she shall keep the Board informed of the conditions of the District's educational system; assure effective communication between the Board and the staff of the School System. Relay all communications by the Board regarding personnel to District employees and receive from all school personnel any communications directed to the Board.
- d) He or she shall prepare the agenda for Board meetings. Prepare and submit recommendations to the Board relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to ensure the making of informed decisions.
- e) He or she shall submit to the Board a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditures of substantial sums.
- f) He or she shall develop and recommend to the Board objectives of the educational system; see to the development of internal objectives which support those of the Board.
- g) He or she shall develop and recommend to the Board long range plans consistent with population trends, cultural needs, and the appropriate use of District facilities, and see to the development of long range plans which are consistent with established Board objectives.
- h) He or she shall see to the development of specific policies, procedures, and programs to implement the intent established by Board policies, directives, and formal actions.
- i) He or she shall see to the execution of all decisions of the Board.
- j) He or she shall see that sound plans of organization, educational programs, and services are developed and maintained by the Board.
- k) He or she shall maintain adequate records for the schools, including a system of financial accounts, business and property records, personnel records, school population, and scholastic records. Act as custodian of such records and all contracts, securities, documents, title papers, books of record, and other papers belonging to the Board.

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- l) He or she shall be directly responsible for all news releases and/or other items of public interest emanating from all District employees which pertain to education matters, policies, procedures, school related incidents or events. Approve media interview of this nature with District employees.
- m) He or she shall provide for the optimum use of the staff of the District. See that the District is staffed with competent people who are delegated authority commensurate with their responsibilities. Define the duties of all personnel.
- n) He or she shall see that appropriate inservice training is conducted. Summon employees of the District to attend such regular and occasional meetings as are necessary to carry out the educational program of the District.
- o) He or she shall, prior to action by the Board, recommend the appointment, discipline, or termination of employment of the administrators of the District.
- p) He or she shall, prior to action by the Board, recommend the appointment, discipline, or termination of employment of teaching and non-teaching personnel of the District.
- q) He or she shall see to the development throughout the District of high standards of performance in educational achievement, use, and development of personal, public responsibility, and operating efficiency.
- r) He or she shall see that effective relations with employee organizations are maintained; assume ultimate responsibility for collective negotiations with employees of the District.
- s) He or she shall see that development, authorization, and maintenance of an appropriate budgetary procedure is properly administered. Prepare the annual proposed budget and submit it to the Board in March or at such earlier date as is necessary to provide an adequate opportunity for the Board's discussion and deliberation.
- t) He or she shall see that all funds, physical assets, and other property of the District are appropriately safeguarded and administered.
- u) He or she shall file, or cause to be filed, all reports, requests, and appropriations as required by various governing bodies and/or Board policies.
- v) He or she shall establish and maintain liaison with community groups which are interested or involved in the educational programs of the District.

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- w) He or she shall establish and maintain liaison with other school districts, BOCES, the State Education Department, colleges, and universities, and the United States Department of Education.
- x) He or she shall act on his or her own discretion in cases where action is necessary on any matter not covered by Board policy or directive. Report such action to the Board as soon as practicable and recommend policy in order to provide guidance in the future.

Education Law Sections 1711 and 3003
8 NYCRR Section 100.2(m)

Adopted: 1988