

The superintendent shall serve the following functions:

- A. Be the chief executive officer of the board except as otherwise provided by law; have the authority to make rules and decisions in accordance with the law and the policies of the board; and decide all matters of administrative and supervisory detail in connection with the operation and maintenance of the schools.
- B. Be directly responsible to the board; be expected to initiate and direct the development of policies for the approval of the board and to delegate such responsibility to associates and subordinates as may be deemed desirable.
- C. Attend all meetings of the board except those concerning contract status and be granted the privilege of taking part in the deliberations, but shall not vote.
- D. Assist the board in reaching decisions establishing policies, and approving those matters which the law requires the board to approve by being responsible for placing before the board necessary and helpful facts, comparisons, investigations, information and reports and for making available at the proper time the personal advice on special or technical matters of those persons who are particularly qualified to furnish it.
- E. Have the power to recommend the appointment, assignment, transfer, promotion, demotion, discharge, and/or suspension of all employees as provided by law and the policies of the board. All recommendations will be reported to the board for final approval and confirmation.
- F. Through the administrative staff direct, assign, and assist teachers and all other educational employees in the performance of their duties; classify, assign and control the promotion of pupils; and perform such other duties as the board determines.
- G. Direct the staff in the evaluation of curriculum and textbooks, and upon the basis of such study, make recommendations for their consideration and adoption.
- H. Supervise the establishment and/or modification of the boundaries of school attendance and of transportation routes subject to approval of the board.
- I. Direct the preparation of an annual budget showing the estimated receipts and disbursements necessary to cover the total needs of the district for the ensuing fiscal year and submit this estimate to the board in accordance with the requirements of the law.

- J. Approve and direct, in accordance with law and rules of the board, purchases and expenditures, within the limits of the detailed budget approved by the board.
- K. Direct the functioning of collective bargaining for the Board and make recommendations to the board.
- L. Exercise leadership in directing necessary studies of sites and buildings, taking into consideration the population trend and the educational and cultural needs of the district to assure timely decisions by the Board and electorate regarding construction and renovation projects.
- M. Represent the district as its chief executive officer in all dealings with other school systems, social institutions, business firms, agencies of government, and the general public.
- N. Keep the Board informed about modern educational practices, educational trends, and the practices and problems in the school district.

SPECIFIC ENUMERATION OF THE DUTIES OF THE SUPERINTENDENT AS DETAILED ABOVE SHALL NOT ACT TO LIMIT THE BROAD AUTHORITY AND RESPONSIBILITY OF THE OFFICE OF SUPERINTENDENT.

Date of Adoption: 1967

Reviewed and Amended: 12/13/76; 12/21/92; 12/21/98; 8/99; 6/9/03; 09/22/08; 03/25/13; 4/27/15; 4/26/21