

## ADMINISTRATION

### *Series 300*

Policy Title: RESPONSIBILITIES OF SUPERINTENDENTS      Code: 301.2

As the executive officer of the district, the superintendent:

23. Interprets for the staff and implements all board policies and all state directives.
24. Advises the board on the need for new and/or revised policies.
25. Supervises, either directly or through delegation, all activities of the school system according to the policies of the board.
26. Represents the board as liaison between the school district and the community.
27. Establishes and maintains a program of public relations to keep the public well informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the school and community.
28. Attends and participates in all regular and special meetings of the board, except when his own salary and/or employment is under consideration, and makes recommendations of any nature affecting the schools.
29. Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget and submits it to the board for review and approval.
30. Recommends to the board sales of all property no longer required by the district and supervises the proper execution of such sales.
31. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval by the board.
32. Maintains adequate records for the schools, including a system of financial accounts, business and property records, and personnel, school population and scholastic records. Acts as custodian of such records and of all contracts, securities, documents, title papers, books of records and other papers belonging to the district.
33. Files or causes to be filed all reports required by the state and school code in a timely manner.
34. Makes recommendations to the board for the selection of personnel of the district.
35. Makes and records assignments and transfers of all employees in keeping with their qualifications, subject to board approval.
36. Suspends any employee for just cause when immediate action is necessary and reports such suspension to the board at the earliest possible opportunity for board action.
37. Acts on own discretion if action is necessary in any matter not covered by board policy, reports such action to the board as soon as possible and recommends policy in order to provide guidance in the future.
38. Recommends to the board for final action the promotion, demotion or dismissal of any employee.
39. Makes recommendations to the board concerning the transportation of pupils in accordance with the law and the requirements of safety.

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40. Reports to the board the case of any employee whose service is unsatisfactory and recommends appropriate action.
  - 401.1 Summons employees of the district to attend such regular and occasional meetings as are necessary to carry out the educational program of the school district.
  - 401.2 \*Supervises and evaluates personally or by designee, methods of teaching, supervision and administration in effect in the schools.
  - 401.3 Attends such conventions and conferences as are necessary to keep abreast of latest educational trends.
  - 401.4 Accepts responsibility for the general efficiency of the school system for the development of the school staff and for the educational growth and welfare of the students.
  - 401.5 Defines educational needs and formulates policies and plans for recommendations to the board.
  - 401.6 Makes all administrative decisions within the school necessary for the proper function of the school district.
  - 401.7 Acts as purchasing agent for the district and establishes procedures for the purchase of books, materials and supplies.
  - 401.8 Submits to the board a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial funds.
  - 401.9 Approves vacation schedules for all salaried district employees.
  - 401.10 Conducts periodic district administrative meetings.
  - 401.11 Studies and revises, together with the staff, all curriculum guides and courses of study on a continuing basis.
  - 401.12 Acts or designates someone to act, as approved by the board, as the federal programs director.
  - 401.13 Performs such other tasks as may from time to time be assigned by the board.

Date of Adoption:  
July, 1976  
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Legal Reference:  
Federal Law

Related Reference:  
District Affirmative Action Program