

POLICY

1999

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Administration

SUBJECT: SUPERINTENDENT OF SCHOOLS

Basic Function

As chief executive officer of the Board of Education the Superintendent is responsible for the effective operation of the School District and the educational system; for the general administration of all educational programs, projects, and services; for the general administration of all business operations, or other affairs of the School District; and for advising and making recommendations to the Board of Education with respect to these activities.

Principal Activities

Consistent with legal requirements and with high professional standards, and within the limits of policies adopted by the Board of Education, the Superintendent is responsible for and has commensurate authority to accomplish the duties set forth below. The Superintendent may delegate portions of his/her responsibilities, consistent with sound operations and authorized policies and procedures, together with proportionate authority for their fulfillment, but may not delegate or relinquish any portion of his/her accountability for results.

- a) Sees that the Board of Education is kept fully informed on the conditions of the District's educational system; prepares the agenda for meetings of the Board in conjunction with Board Officers.
- b) Develops and recommends to the Board of Education the overall goals of the educational system; sees to the development of internal objectives which support the Board of Education's goals.
- c) Develops and recommends to the Board of Education long-range plans consistent with population trends, educational needs and appropriate use of District facilities, and sees to the development of long-range plans which are consistent with established goals.
- d) Sees to the development of specific policies, procedures and programs to implement the intentions established by the Board of Education.
- e) Sees to the execution of all decisions of the Board of Education.
- f) Sees that sound plans of organization, educational programs and services are developed and maintained for the Board of Education.
- g) Authorizes entry into or departure from specific programs, projects and services, or the transfer of internal activities or functions.

(Continued)

SUBJECT: SUPERINTENDENT OF SCHOOLS (Cont'd.)

- h) Provides for the optimum use of the staff of the District. Sees that the District is staffed with competent people who are delegated authority commensurate with their responsibilities; and that appropriate inservice training is conducted.
- i) Subject to action by the Board of Education, authorizes the appointment, promotion, retirement or release of all personnel of the District.
- j) Sees to the development throughout the District of high standards of performance in educational achievement, use and development of personnel, public responsibility and operating efficiency.
- k) Sees that effective relations with employee organizations are maintained.
- l) Sees that the development, authorization and maintenance of an appropriate budgetary procedure is properly administered, and its use is extended throughout the organization, and that the annual proposed budget is prepared and submitted to the Board of Education.
- m) Sees that all funds, physical assets and other property of the District are appropriately safeguarded and administered.

Superintendent

The Superintendent observes and conducts the following relationships:

- a) Board of Education
 - 1. As the chief executive officer he/she is accountable solely to the Board of Education for the administration of the educational system and for the proper interpretation and fulfillment of his/her functions, responsibilities, authority, relationships, and:
 - 2. Attends all meetings of the Board of Education.
 - 3. Represents the District as the chief executive officer in dealings with other school systems, professional organizations, social institutions, business firms, agencies of government and the general public.
 - 4. Reports directly to the Board of Education and, as required, to all appropriate agencies of government.
 - 5. Acts as reference agent for problems brought to the Board of Education.

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Administration

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b) Central Office Staff

1. Directs the operations and activities of these administrators; sees that they effectively guide and coordinate the operations and activities of the educational system; secures their assistance in formulating the internal objectives, plans and programs; and stands ready at all times to render them advice and support.
2. Directly oversees the work of the members of his/her cabinet.

c) School Principals

1. Supervises the school principals and is directly responsible for their evaluations.

d) Other

1. Works with other School District employees and advisors, including the auditor, architect, attorney and consultants.

Education Law Sections 1711 and 3003
8 New York Code of Rules and Regulations
(NYCRR) Section 100.2(m)

Adopted: 6/16/99