

ADMINISTRATION

Superintendent

Superintendent of Schools - Function

The Superintendent of Schools shall:

- a. Be in all respects the chief executive officer of the Board except as otherwise provided by law. He/she shall have the power to make rules not in conflict with 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; he/she will 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 he/she may deem desirable.
- c. Attend all meetings of the Board except those concerned with his or her own contract status and shall take part in the deliberations, but shall not vote.
- d. In order to assist the Board in reaching sound judgments establishing policies and approving those matters which the law requires the Board to approve, be 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, in his/her opinion or that of the Board or the President, 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 of the Board as provided by law and the policies of the Board, and in accordance with the specifics of Chapter 279. Such recommendations shall be reported to the Board for final approval and action.
- f. Direct the professional administrative supervisory staff in their management of the schools under his/her charges. Through the administrative staff he/she shall 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 work of his/her professional staff in the evaluation of curriculum and textbooks, and upon the basis of such study shall make recommendations for consideration and judgment.
- h. Supervise the school transportation system.
- i. Direct the preparation of an annual budget showing the estimated receipts 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. Oversee all purchases and expenditures.
- k. Exercise leadership in directing necessary studies of sites and buildings, taking into consideration the population trend and the educational and construction needs of the district.
- l. 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.
- m. Keep the public informed about the practices and problems in the school district as well as modern trends and practices in education.
- n. Supervise the maintenance of adequate financial records for the district.
- o. Supervise the establishment or modification of the boundaries of school attendance and transportation areas subject to board approval.
- p. Supervise the school lunch program.
- q. Act as the first line communications between the Board of Education and the school staff.
- r. Supervise the maintenance of the school plant and equipment

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

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LEGAL REFS.: Iowa Code Chapter 24.3, 24.9, 24.11, 24.17, 279.14