

The Board, recognizing its statutory power and duty, and recognizing the Superintendent of Schools as the Chief Operating Officer/Executive Officer of the District, with such powers and duties as the Board may prescribe and delegate to the Superintendent, and where the Superintendent is responsible for the administration and management of the District schools, hereby directs, authorizes, and grants and delegates the Superintendent to act as the authorized representative of the school and to act on behalf of the School Board and the District in all administrative matters in accordance with Board policies and directives and state and federal law whenever such is required, unless some other person shall be named by the Board to act as its authorized representative with the exception of suspending or discharging certified personnel.

The Board recognizes that there are circumstances and situations which arise concerning Certified Professional Employees and/or Classified Employees which may require immediate suspension or leave of absence. Thus, the Board has determined that if there is a reasonable and articulable suspicion to believe that a Certified Professional or Classified Employee has engaged in a material violation of any lawful rule or regulation of the Board or of the State Board of Education, has engaged in conduct which could constitute grounds for revocation of a teaching certificate, or is the subject matter of an investigation where the presence of the certificated employee at the school may unduly influence, undermine or disrupt a personnel investigation, the Superintendent or the designee of the Superintendent shall have the authority to place onto administrative leave with pay, the Certified Professional or Classified Employee.

When the Superintendent or designee takes steps to place a Certified Professional or Classified Employee on suspension or administrative leave, with pay, such action shall only be effective until the next scheduled meeting of the Board or a period of ten (10) work days, whichever comes first.

The Superintendent shall attend local, regional, state, and national professional meetings and conferences as directed by the Board of Trustees, as part of his or her official duties.

The Superintendent shall make recommendations for appointment and discharge of all school employees.

The Superintendent shall have the authority to accept resignations tendered by certified or support personnel subject to ratification by the Board of Trustees.

The Superintendent shall make such assignments and transfers as are, in his or her professional judgment, necessary to secure the highest efficiency of the entire staff.

The Superintendent shall be charged with the responsibility of all measures for the in-service education of teachers and support personnel.

The Superintendent shall secure substitute teachers and cause such approved substitute teachers' names to be placed in the hands of building principals.

The Superintendent shall have authority to require reports from all employees as he or she may desire, from time to time.

The Superintendent shall recommend a schedule of salaries of all employees to the Board of Trustees for consideration.

The Superintendent shall direct studies to determine the adequacy of the curriculum and recommend new courses of study to the Board of Trustees.

The Superintendent shall have power to suspend from the privilege of attending school any student guilty of gross misconduct or continued insubordination to school organization and/or regulations. The right to expel is a power retained by the Board of Trustees.

The Superintendent shall receive communications relative to school affairs and shall consult with individuals having business with the Board of Trustees.

The Superintendent shall transmit all communication from the Board of Trustees or its committees to members of the instructional administration, supervisory and custodial staff, and he or she shall transmit all communications from them to the Board of Trustees.

The Superintendent shall have charge of the operation and the maintenance of the buildings and equipment of the schools.

The Superintendent shall, in cooperation with the Business Manager/Treasurer, prepare a Budget annually for the consideration of the Board of Trustees. He or she shall, in cooperation with the Business Manager/Treasurer, administer the Budget as adopted by the Board, acting at all times in accordance with legal requirements and adopted policies of the Board of Trustees.

The Superintendent shall propose new policies to the Board of Trustees for adoption, as necessity for each arises.

The Superintendent shall make rules and regulations regarding routine matters which have not been specifically provided for in policies and/or rules and regulations.

As new buildings are to be erected or current buildings retrofitted, the Superintendent shall be responsible for carefully studying the needs of the schools and for recommending to the Board of Trustees plans adequate for meeting those needs. He or she shall assist the architect employed by the Board, in drafting plans and specifications for construction work and inspecting the same as work progresses.

It shall be the duty of the Superintendent, in cooperation with the Maintenance Supervisor and building principals, to prepare a list of necessary repairs in order to keep the buildings in proper condition. The list of repairs shall be reviewed by the Board of Trustees to be altered or authorized.

Each roof on each building shall be inspected by a qualified roof inspector each spring. A report shall be filed with the Superintendent. The Board of Trustees shall review the report and authorize repairs.

The Superintendent shall perform such duties as the Board of Trustees may require. In the absence of specified rules, he or she shall assume authority and perform such duties, in accordance with State laws, which a particular situation may demand. Such emergency authority shall be subject for consideration by the Board of Trustees.

It shall be the responsibility of the Superintendent to interpret to the community the philosophy, aims, and objectives of the District's teaching programs.

It shall be the duty of the Superintendent to appraise the quality of teaching of the instructional staff with a view of increasing its effectiveness. He or she should at all times work through building principals.

**Policy Cross Reference:**

**Legal Reference:**

**Policy History:**

Adopted:	04/25/1974
Reviewed:	05/08/1995
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