

ADMINISTRATION

Superintendent

The Board shall:

Select the Superintendent and delegate to him/her all necessary administrative powers.

Adopt policies for the operations of the school system and review administrative procedures.

Formulate a statement of goals reflecting the philosophy of the District.

Adopt annual objectives for improvement the philosophy of the District of the District.

Approve courses of study.

Approve textbooks.

Approve the annual budget.

Employ certificated and classified staff, in its discretion, upon recommendation of the Superintendent

Authorize the allocation of certificated and classified staff.

Approve contracts for construction, remodeling, or major maintenance.

Approve payment of vouchers & payroll

Approve proposed major changes of school plant and facilities.

The Superintendent shall:

Serve as chief executive officer of the District.

Recommend policies or policy changes to the Board and develop procedures which implement Board policy.

Provide leadership in the development, operation, supervision, and evaluation of the educational program.

Recommend annual objectives for improvement of the District.

Recommend courses of study.

Recommend textbooks

Prepare and submit the annual budget.

Recommend candidates for employment as certificated and classified staff.

Recommend staff needs based on student enrollment, direct and assign teachers and other employees of the schools under his/her supervision; shall organize, reorganize, and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the District, subject to the approval of the Board.

Recommend contracts for major construction, remodeling, or maintenance.

Recommend payment of vouchers and payroll.

Prepare reports regarding school plant and facilities needs.

The Board shall:

Approve collective bargaining agreements.

Assure that appropriate criteria and processes for evaluating staff are in place.

Appoint citizens and staff to serve on special Board committees, if necessary.

Conduct regular meetings.

Serve as final arbitrator for staff, citizens, and students.

Promptly refer to the Superintendent all criticisms, complaints, and suggestions called to its attention.

Authorize the ongoing professional enrichment of its administrative leader, as feasible.

Approve appropriate District expenditures recommended by the Superintendent for the purpose of ongoing District operations.

Procedure History:

Adopted on: 9-9-2003

Effective Date: 9-9-2003

Revised on:

The Superintendent shall:

Supervise negotiation of collective bargaining agreements.

Establish criteria and processes for evaluating staff.

Recommend formation of *ad hoc* citizens' committees.

As necessary, attend all Board meetings and all Board and citizen meetings, serve as an ex-officio member of all Board committees, and provide administrative recommendations on each of these groups.

Inform the Board of appeals and implement any such forthcoming Board decisions.

Respond and take action on all criticism, complaints, and suggestions, as appropriate.

Undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations.

Diligently investigate and make purchases that benefit the most efficient and functional operation of the District.