

AdministrationSuperintendent of Schools: Job Description

The job of Superintendent entails many complex duties, some specified in law and some assigned by the Governing Board. The Board shall provide the Superintendent with a job description that indicates his/her major responsibilities. These responsibilities and additional duties are further detailed throughout the Board's policies.

The Superintendent may undertake outside professional activities such as speaking and writing, provided that the duties of his/her office receive adequate time and energy and always take precedence over any such outside activities.

(cf. 2120 - Superintendent of Schools)

Legal Reference:

EDUCATION CODE

- 35020 Duties of employees set by governing board
- 35026 Employment of district superintendent by certain districts
- 35028 Qualifications for employment
- 35029 Waiver of certification requirement
- 35035 Additional powers and duties of superintendent
- 39656 Delegation of powers to agents
- 39657 Delegation of authority to purchase supplies, equipment and services
- 48900 Authority of superintendent to recommend suspension or expulsion

Policy
adopted: September 1990

NORRIS SCHOOL DISTRICT
Bakersfield, California

Administration

Superintendent of Schools: Job Description

The Superintendent is directly responsible to the Governing Board, serves as chief executive of the Board, and supervises all district operations in accordance with Board policies. Although the Superintendent may delegate appropriate powers and duties so that operational decisions can be made at various administrative levels, he/she is responsible for the execution of these powers and duties and will establish administrative regulations as needed to manage the district.

Duties related to the Board

The Superintendent:

1. Advises the Board on the need for new and/or revised policies and makes policy recommendations based on data and input from staff and advisory committees.
2. Submits to the Board recommendations relative to all matters requiring Board action, together with the materials needed for informed decisions.
3. Reports periodically on all district operations.
4. Conducts special studies requested by the Board.
5. Secures legal opinions when needed.
6. Submits staff members' communications to the Board or to Board committees at regular Board meetings, with or without recommendations.
7. Provides advice and leadership to the Board and to the district's chief negotiator during the collective bargaining process.
8. As secretary to the Board, prepares the agenda and minutes of Board meetings, handles Board correspondence, and maintains all Board records, contracts, securities and other documents.

Duties related to Staff

The Superintendent:

1. Coordinates the work of all schools and departments.

Superintendent of Schools: Job Description (continued)

2. Directs the employment and assignment of administrative staff and coordinates administrative staff activities.
3. Selects and recommends to the Board the best qualified and most competent candidates for employment, in accordance with nondiscrimination policy and affirmative action plans.
4. Advises the Board regarding the leave, classification, retirement, resignation, promotion, suspension or dismissal of district employees.
5. Assigns personnel within the district in accordance with Board policy and the collective bargaining agreement.

(cf. 4114 - Transfers/Reassignment)
6. Arranges for the evaluation of each staff member and identifies appropriate opportunities for continued professional development.
7. Maintains appropriate channels of communication within the district and ensures that staff is informed about relevant federal, state, and county laws, district policies, regulations and procedures, and matters related to the improvement and welfare of the schools.

Duties related to Students and the Educational Program

The Superintendent:

1. Enforces compulsory attendance laws.
2. Continuously observes the instructional program in schools and provides the Board with regular evaluations of district programs and student progress.
3. Together with staff, studies the curriculum and makes recommendations to the Board regarding the courses of study, major changes in texts and time schedules, and potentially sound innovative programs.
4. Apprises the Board of contemporary educational practices and related legislative issues which he/she discovers by reading, attending professional conferences, and visiting other school systems.
5. Under appropriate circumstances, recommends to the Board a student's suspension or expulsion.

Superintendent of Schools: Job Description (continued)

Duties related to Noninstructional Operations

The Superintendent:

1. Seeks and identifies sources of income and funding.
2. Maintains and updates adequate census and scholastic records, business and property records, and personnel records.
3. Submits to the Board periodic financial and budgetary reports which identify the district's outstanding obligations.

(cf. 3460 - Periodic Financial Reports)

4. Annually prepares and submits to the Board the district budget for the upcoming year; revises this budget or takes other related action as the Board designates.

(cf. 3100 - Budget)

5. Approves all expenditures in accordance with Board policy and within Board-approved appropriation limits.
6. Makes recommendations to the Board regarding the maintenance, safety, improvement and/or expansion of school facilities, sites, equipment, and transportation services.
7. Develops instructions and regulations governing the use and care of school properties for school purposes.

Duties related to the Community

The Superintendent:

1. Represents and advocates for the Board in relationships with city, county and state governments, private agencies, and the school community.
2. Sees that the community is informed about school matters through the school accountability report card and other informational materials.
3. Participates in appropriate community organizations and functions to obtain support for the attainment of district goals.

Superintendent of Schools: Job Description (continued)

4. Hears complaints against the schools and resolves controversies between employees or between employees and students or parents/guardians.