Duties of the Superintendent

1. To act as chief executive officer of the school district.
2. To attend all special and regular meetings of the Board and to render such reports, information, and suggestions as may be requested by the Board. He shall have the right to speak on all matters but never vote.
3. Supervise and direct the work of all school district personnel.
4. To enforce the State Law, Rules of the Board of Regents, Commissioner’s Regulations and regulations of the local Board of Education.
5. To establish plans standards, and procedures for the administration and operation of the school system.
6. To recommend personnel to the Board for employment, dismissal, suspension or tenure.
7. To formulate and submit to the Board an annual district budget established in cooperation with the business manager, administrative staff, teaching and non-teaching personnel.
8. To approve and sign purchase orders for those items which have been previously approved in the annual budget unless delegated by him to the business manager.
9. To approve teachers’ trips to professional meeting.
10. To serve as a member of the Negotiation Team.
11. To approve budgetary transfers up to a maximum of $20,000.
12. To bring to the board, public requests for use of school facilities and buildings.
13. Acts on his or her own discretion, if action is necessary, in any matter not covered by Board policy. The Board should be notified as soon as possible of such action and the superintendent should recommend policy to provide direction for the future.
14. To represent the school board before the public and maintain through cooperative leadership such a program of publicity and public relations as may keep the public informed as to the activities, needs and successes of the schools.
15. To supervise the maintenance of adequate records for the school system of financial accounting, business and property records, personnel, school population and pupil accounting records.
16. To perform any other duties that may be assigned by the Board.

Note: Prior manual, pages 10 and 10B

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Revised and
Approved by
B.O.E. 5/25/89

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