

HUMAN RESOURCES

The Superintendent

A. Lines of Authority

All personnel shall refer matters requiring administrative action to the administrative officer immediately in charge of that area. Administrators shall resolve matters at their level of responsibility and shall refer such matters to the next higher authority only when necessary.

B. Duties of the Superintendent

The superintendent serves as the district's chief administrative officer and professional advisor to the board of directors in the formulation of plans and policies. He/she shall make recommendation to the board on matters pertaining to the welfare of the schools. He/she shall implement the policies of the board and develop procedures and practices consistent with those policies.

The superintendent shall keep the citizens of the district well informed on all aspects of the school program and progress of students. The superintendent may delegate to other administrative and supervisory staff members the responsibility for various segments of the district's operation, but he/she remains responsible to the board for the results produced.

As executive officer of the board, the superintendent shall have the following specific duties and shall be directly responsible to the board for their proper exercise. Delineation of these duties shall not exclude others which are incidental to the position or are added from time to time by law or action of the board.

1. All employees of the board are responsible to the superintendent through the district line and staff organization. (See organizational chart.)
2. The superintendent nominates or recommends all certificated and classified employees to the board, which shall appoint or employ from those who have been nominated or recommended by the superintendent.
3. The superintendent is authorized to reassign duties or to transfer employees except where promotion or demotion is involved. Then the superintendent shall first secure approval of the board.
4. The superintendent is responsible for recommending suspension or dismissal of any employee to the board of directors.
5. The superintendent is responsible for all instruction and control and management of all students and is responsible for the formulation of curricula and the development of courses of study.

6. The superintendent hears any complaints against the schools and acts as judge in all matters of controversy between the various school employees and student, parents of students, or patrons when the controversies relate to school matters, **except when the law or district policy expressly provides for another dispute resolution process.**
7. The superintendent is charged with the enforcement of the rules, regulations and decisions of the board and is responsible for the dissemination of all general policies relating to all school employees which are adopted by the board.
8. The superintendent is responsible for the general efficiency of the school system, the development of the teaching staff, the growth and welfare of the students and the methods of instruction and management used by teachers and principals.
9. The superintendent has the right to speak at board meetings on all matters before the board.
10. The superintendent makes reports on the condition and progress of the schools and such other reports as the board may request from time to time.
11. The superintendent keeps accurate records and accounts of expenditures and makes reports as required by law or rules and regulations of state administrative agencies.

Cross Reference:

[Board Policy 5211](#)

The Superintendent

Adopted: September 1981
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