

DUTIES OF THE SUPERINTENDENT  
OF SCHOOLS**Board Policy**

The Superintendent, as the chief executive officer of the Board of Trustees, is the administrative head of all divisions and departments of the District. The basic nature of the role is described in Policy Number 301.3, Superintendent of Schools. The Superintendent, subject to the approval of the Board of Trustees, may delegate any of the powers and duties, which have been entrusted to the Superintendent's position, but in every instance he/she shall continue to be responsible to the Board of Trustees for the execution of the powers and duties so delegated.

**Suggested Implementation Guidelines**

The Superintendent shall have the specific duties and powers, which follow and shall be directly responsible to the Board for their exercise.

1. The Superintendent, with the Board Chairman or designee, will prepare the agenda for each regular and or special Board meeting, attend all meetings, except when his/her contract is being considered, and shall participate in all deliberations of the Board when such deliberations do not concern his/her contract.
2. The Superintendent may suspend temporarily any employee at any time without prior consultation with the Board of Trustees. A suspension of this type will be discussed at the next regular meeting of the Board of Trustees, and will contain a recommendation for reinstatement, suspension or dismissal of the employee. Such action shall be made by the Board of Trustees in consultation with the Superintendent.
3. The Superintendent is to establish and maintain a program of positive public relations and to be reasonably responsible to media requests for information on nonconfidential matters affecting the District's business.
4. The Superintendent will enforce the policies, rules, regulations and decisions of the Board, and shall be responsible for the dissemination of all general directives adopted by the Board of Trustees relating to all school employees.
5. The Superintendent is to develop a District-wide facility requirement plan to cover the District construction and capital needs for a minimum of- a five-year period as needed, with an annual update to keep the plan current.

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6. The Superintendent may consult with legal counsel when the best interests of the students, teachers, administrators, Board of Trustees and the School district dictates such action.
7. The Superintendent shall prepare and submit to the Board of Trustees and/or state and federal agencies any and all reports requested by law, the Idaho State Department of Education or as requested by the Board.
8. The Superintendent assumes responsibility for the financial planning for the district including the timely preparation of the annual budget, and submission to the Board of Trustees.
9. The Superintendent establishes and maintains efficient and effective procedures and controls for all expenditures in accordance with the adopted budget.
10. The Superintendent, in conjunction with the Trustee Members, will develop annual goals for the District.
11. The Superintendent is to administer the development and maintenance of a positive educational program designed to meet the educational needs of all students in Shelley Joint School District No. 60 and recommends to the Board of Trustees, the number and type of positions required to provide adequate personnel for the operation of the educational program, and will make recommendations for the selection, assignment, and evaluation with competent action of all personnel.
12. The Superintendent is to evaluate the effectiveness of all phases of the school program, including curriculum, instruction, supervision, administration, business and budgeting procedures, personnel procedure, auxiliary and ancillary services, efforts to promote public understanding, and other aspects of the total program as may be deemed necessary.
13. The Superintendent is to appropriately advertise and attend all Board meetings to submit recommendations, provide resource materials to the Board, and to facilitate the decision making process.
14. The Superintendent is to develop the annual district calendar of events for the management of both the educational and administrative process and shall consult, prior to recommendation of adoption, with representatives of the Shelley Education Association.
15. The Superintendent shall be responsible for the efficient operation of the total instructional and non-instructional program of the School District.

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16. When necessary, the Superintendent shall hear any complaints or criticism against the School District's various schools and/or school employees. Only after those complaints and criticisms against various schools and school employees have been submitted for resolution at the school level will he/she become involved. If resolution is not achieved, he/she shall then act as an arbitrator in matters of controversy between various school employees and/or between school employees and parents. The Board of Trustees will assist with such matters when and if an appeal is made by an individual for consideration of the Superintendent's decision, or at the request of the Superintendent.
17. The Superintendent is to assure minimal use of executive sessions, except where required by law for confidential nature, which need to be discussed.
18. The Superintendent is to inform the Board of matters which may have negative legal, ethical or public opinion consequences.
19. The Superintendent shall develop and maintain frequent and open communications with the teacher's association, and other employee groups.
20. The Superintendent is to develop sound relationships with surrounding school districts and State Department of Education officials.
21. The Superintendent shall confer periodically with professional and lay groups concerning the school program, and transmit to the Board suggestions gained from, such conferences.
22. The Superintendent is to recommend to the Board the establishment of lay advisory committees when deemed appropriate, including a definition of the task for each committee, a suggested time limitation, appropriate procedures for committee operation, and member selection.
23. The Superintendent will provide inservice professional growth for all personnel responsible directly to the Superintendent.
24. The Superintendent is to develop a procedure for approval of travel requests for all administrators and other District personnel.
25. The Superintendent shall have the authority to hold such meetings of teachers and principals as deemed necessary and require attendance at such meetings.

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26. The Superintendent shall maintain a continuous study of the problems confronting the schools, evaluate the quality and efficiency of all departments, and report to the Board as required.
27. The Superintendent shall develop his/her own leadership skills by attendance at appropriate professional meetings at the local, state and national levels.
28. The Superintendent will supervise the educational and extracurricular program by monitoring state and district mandated graduation and/or exit standards and assist others in understanding the post secondary entrance expectations and attempt to meet established community expectations.
29. The Superintendent will act on his/her own discretion if necessary in any matter not addressed by policy, report that action to the Board of Trustees as soon as practicable, and may recommend policy to provide further guidance.
30. The Superintendent shall perform such other tasks as may from time to time be assigned by the Board of Trustees.

Reviewed/Revised: January 20, 2000