

OLDHAM COUNTY BOARD OF EDUCATION POLICY

THE ADMINISTRATIVE STAFF

1040

References: KRS 160.370, 160.380, 160.390, 160.400

1040.01

SUPERINTENDENT

A. RESPONSIBILITY:

The Superintendent is directly responsible to the Board.

B. PERFORMANCE RESPONSIBILITIES:

1. The Superintendent shall be the executive agent of the Board that appoints him and shall meet with the Board except when his/her own tenure, salary or the administration of the duties of the office is under consideration.
2. As executive officer of the Board, the Superintendent shall see that the laws relating to the schools, the by-laws, rules and regulations of the State Board of Education, and the regulations and policies of the district Board of Education are carried into effect.
3. The Superintendent may administer the oath required by the Board of Education to any teacher or other person.
4. The Superintendent shall be the professional advisor of the Board in all matters.
5. The Superintendent shall prepare, under the direction of the Board, all rules, regulations, by-laws and statements of policy for approval and adoption by the Board. The Board will delegate to the Superintendent the function of implementing adopted Board policy and administering the schools. The Superintendent will specify required actions and design the detailed arrangement under which the schools will be operated. Such rules and detailed arrangements will constitute the administrative regulations governing the schools and they must be consistent with the policies adopted by the Board and with the laws of the State. The Superintendent is empowered to interpret policy based upon his/her best judgment of the intent of policies. Unresolved interpretations will be called to the attention of the Board and resolved.
6. The Superintendent shall have general supervision, subject to the control of the Board of Education, of the general conduct of the schools, the course of instruction, the management of teachers, the discipline of pupils, and the management of business affairs.
7. The Superintendent shall be responsible for all hiring, assignments appointments, promotions, demotions, suspensions, dismissals, and transfers of principals, supervisors, teachers and other public-school employees.
8. The Superintendent shall be devoted exclusively to duties of the office.
9. The Superintendent shall exercise general supervision of all schools of the district.
10. The Superintendent shall prepare or have prepared all budgets, salary schedules and reports required of the Board by the State Board of Education.
11. The Superintendent shall make the Board aware of the need of extension of the school system of the district, shall receive and examine officers, and shall make reports from time to time as required by the rules of the Board or as directed by the Board.
12. The Superintendent shall be responsible to the Board for the general condition of the schools.
13. The Superintendent coordinates information to keep the Board of Education and the general public informed regarding the progress and activities of the education program.
14. The Superintendent shall approve/disapprove all leaves of absence submitted by board employees except his/her own.
15. The Superintendent shall serve as the Secretary to the Board of Education and to the School District Finance Corporation.