

ATTACHMENT A
to
EMPLOYMENT CONTRACT

**PROFESSIONAL DUTIES AND RESPONSIBILITIES OF
INTERIM SUPERINTENDENT**

A. General Duties

Interim Superintendent shall be the Chief Executive Officer of the Board as permitted by California Education Code section 35035.

1. As Chief Executive Officer, Interim Superintendent shall have primary responsibility for the execution of District/Board Policy. Primary responsibility for the formulation of District/Board Policy is retained by the Board.
2. Interim Superintendent will serve as secretary to the Board.
3. In addition to the powers and duties set forth in Education Code section 35035, Interim Superintendent shall have such other powers and duties which have been delegated to Interim Superintendent in adopted Board Policy or other actions of the Board referenced in official minutes of Board meetings.
4. Interim Superintendent shall perform all duties set forth in this Paragraph A., and shall carry out all lawful directives from the Board.

B. Personnel

1. Interim Superintendent shall make timely and appropriate recommendations to the Board regarding the employment of personnel.
2. When appropriate, Interim Superintendent shall recommend the release, non-re-election, or termination of an employee.

C. Communications

Interim Superintendent and the Board recognize the importance of communications between them.

1. Interim Superintendent shall keep the Board advised of all emerging issues which could have a material impact on District.
2. Board Members, individually and collectively, shall communicate to Interim Superintendent any emerging issues which could materially impact District.
3. Whenever practical, and consistent with public meeting laws, each shall communicate with the other in advance of scheduled Board meetings.