

## **Board of Education Policy**

### **DUTIES OF THE SUPERINTENDENT**

---

The Superintendent of Schools, as chief executive Officer of the Board of Education, will have the following specific powers and duties as delineated in section 1711 of the New York State Education Law, and his/her contract with the District, and as delineated below:

#### **1. Relationship with the Board**

- 1.1. Shall be under the direction of the Board, which shall prescribe his/her powers and duties.
- 1.2. To serve as the executive officer for the Board, to have the right to speak on all matters before the Board, but not to vote, and be charged with the responsibility for implementing the policies of the Board. He/she shall work with the Board President in planning the agenda for each meeting, shall attend all meetings and participate in all regular and special meetings of the Board and executive meetings of the Board.
- 1.3. To develop a harmonious and close working relationship with the Board. He/she shall treat all Board members impartially and alike, refraining from criticism of individual or group members of the Board. He/she may go to the Board when serious differences of opinion arise in an effort to resolve such differences between the Superintendent and Board.
- 1.4. To serve as a resource person and advisor to the Board. He/she keeps the Board informed on issues, needs, and operation of the school system. He/she shall offer advice to the Board, based on study and analysis on items requiring Board action.
- 1.5. To provide an appraisal of school policies originating with the Board. He/she shall advise the Board on the need for new and/or revised policies and suggest draft policies to satisfy those needs.

#### **2. Educational Direction and Leadership**

- 2.1. To set goals for improvement of student achievement and work toward those goals.
- 2.2. To develop administrative principles and procedures for implementing Board policy. He/she shall ensure the enforcement of all provisions of law, rules, and regulations, and Board policy relating to the management of the schools and other educational, social, and recreational activities. He/she shall interpret for the staff all Board policies and applicable laws, rules, and regulations.
- 2.3. To understand and keep informed of the instructional programs. He/she shall have the responsibility for the supervision of instruction and shall bring to the school, in a leadership capacity, the best in educational thought and practice. He/she shall, on a continuing basis, review and update the educational program of the school, and keep the Board informed of all changes in curriculum.
- 2.4. To recommend to the Board for its adoption and review all courses of study, curriculum guides and textbooks to be used in the schools.
- 2.5. To encourage and support the administrative team in creating a positive approach to student behavior and discipline through consistent application of the District's Code of Conduct and other Board policies maintaining a positive, safe school environment.

**Board of Education Policy**

**DUTIES OF THE SUPERINTENDENT**

---

---

**3. Personnel**

- 3.1. To develop and implement sound personnel practices, consistent with the law, board policy, and collective bargaining agreements, including recruitment, hiring, assignment, supervision, evaluation, promotion, and discipline of all personnel. He/she, in coordination with the Board of Education, shall develop procedures for the selection of staff members. He/she shall establish standards for teacher selection, and shall provide a framework for continuing in-service training of all professional staff members.
- 3.2. To recruit qualified professional, civil service, and non-certified personnel. He/she recommends employees for appointment, promotion, transfer or dismissal in accordance with the policies of the Board and the procedures outlined by the law. Develop proactive hiring and staff retention strategies, with a focus on leadership from within. He/she also makes recommendations to the Board regarding salary, benefits, and tenure of all employees.
- 3.3. To supervise, direct, and evaluate all staff members. To affirmatively encourage staff to develop an understanding of the roles and responsibilities of all members of the educational community. He/she shall work on building good morale and be impartial, firm, and fair in dealing with staff.
- 3.4. To encourage in-service education and the professional growth of staff through conferences workshops, group discussions, committee/individual studies, and use of consultants.
- 3.5. To advise the Board in conjunction with the Board-designated negotiator(s) in all collective bargaining matters.

**4. Financial Management**

- 4.1. To prepare and present to the Board a preliminary annual budget in accordance with a schedule established with the Board.
- 4.2. He/she shall insure that the budget, as adopted by the Board and approved at the Annual meeting is properly administered in accordance with the Board established priorities.
- 4.3. He/she insures that regular reports are made to the Board on the status of the budget. He/she shall establish efficient procedures to maximize income, safeguard investments, and provide effective controls for all expenditures of school funds in accordance with the adopted budget. He/she shall insure that all necessary bookkeeping and accounting records are maintained by the District.

**5. Facilities Management**

- 5.1. To supervise operations, maintenance, alterations, and repair to buildings and grounds, insisting on competent and efficient performance.
- 5.2. To study the effect of increasing or decreasing enrollment on class scheduling and building utilization. He/she shall evaluate plant needs and recommend to the Board improvements, alterations, and changes in the buildings and equipment of the district.
- 5.3. Monitors and evaluates district safety and security.

**Board of Education Policy**

DUTIES OF THE SUPERINTENDENT

---

**6. Community Relations**

- 6.1. To supervise the public relations activities of the district. He/she shall keep the public informed about the policies, practices, and accomplishments of the district's schools.
- 6.2. To establish and maintain an effective working relationship with all segments of the community, parent-teacher organizations, local and state government, other school systems, institutions, agencies, civic organizations, and the general public.

**7. Personal Qualities and Growth**

- 7.1. To demonstrate outstanding qualities of leadership with the ability to delegate authority and responsibility effectively and to hold subordinates accountable.
- 7.2. To exhibit good judgment, common sense, and perception.
- 7.3. To exhibit the ability to face controversy, and remain true to convictions.
- 7.4. To maintain the ability for public speaking before large and small groups.
- 7.5. To maintain his/he own professional development by reading and course work, attending conferences, working on professional committees, visiting other districts, and networking with other superintendents.

**8. Management Functions**

- 8.1. To coordinate and manage the district so that the school organization operates smoothly and efficiently. He/she must be able to coordinate the processes essential to a smooth operation in all areas of the school district organization.
- 8.2. Planning: determining needs, objectives, and goals.
- 8.3. Organization: assigning roles, responsibilities, and establishing lines of communication:
  - a. Control - ensuring that progress is made toward priorities, disciplining, making necessary staff reallocations and changes, and evaluations.
  - b. Decision-making - data-collecting, analyzing data and choosing appropriately from a variety of decision-making techniques.
  - c. Problem-solving - sensitivity to problems, formulating problem statements and using a variety of problem-solving techniques.
  - d. Communication - giving and receiving information effectively both orally and in writing, facilitating the exchange of information, views and opinions.
- 8.4. To perform such other duties as the majority of the Board may determine.

**Adopted:** 11/01/1996  
**Reviewed:** 08/18/2004 04/17/2019  
**Revised:** 05/20/2005 05/29/2019