

**CAMBRIAN SCHOOL DISTRICT**  
**Board Policy**

**Policy 2122**  
Adopted: November 13, 2001  
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**ADMINISTRATION**

**Qualifications and Duties of the Superintendent I.**

Title or Classification Superintendent.

II. Position Description

The Superintendent shall be the chief executive officer of the District. As such the Superintendent implements, consults, reports and advises the Board in matters of policy, finance, instructional program and personnel. The superintendent is responsible for the leadership, guidance and direction of the instructional program for the children, including the administrative and instructional organization of the District.

As Secretary to the Board, the Superintendent is responsible for the preparation of official Board agendas. The Superintendent is responsible, as District spokesman, for the development of a communication system with both lay and professional groups.

A. Major Duties and Responsibilities

Within the policies of the Governing Board of Trustees and framework of State Education Code, and within the limits of personnel and resources provided, the Superintendent performs, but **is** not limited to the following duties either directly or by delegation.

1. To District

- a. Responsible for the employment, development, training, advancement, and recommendation for termination of personnel.
- b. Responsible for administration and supervision of instruction, attendance, personnel and all school functions and services.
- c. Responsible for preparing such reports as may be required by law or requested of him/her by the Board.

- d. Responsible for the preparation of the annual budget for the district in keeping with the goals developed by the community and staff. Directs the administration of the budget after its adoption.
  - e. Responsible for the maintenance and operation of all buildings in the District.
  - f. Serves as Secretary to the Board as defined by Ed. Code.
  - g. Responsible for a public relations program to keep the people of the District informed as to the activities of the schools and of the Board.
  - h. Keeps abreast of the best educational thought and practices by study, visitation, conferences and other appropriate means.
  - i. Conducts a continuous study of the needs of the schools and keeps the public informed as to the findings.
  - j. Formulates ongoing long-range plans for the District.
2. To Children
- a. Responsible for upholding the principles of morality, truth, justice, rights, and dignity for each student regardless of race, color, creed, national origin or ancestry,
  - b. Responsible for the health, safety and educational welfare of all students.
  - c. Responsible to the Board for rules and regulations governing admissions, transfers, classification and promotion of pupils.
  - d. Responsible for enforcement of Ed. Code compulsory attendance law and the handling of any incidents of truancy.
  - e. Responsible for suspension or expulsion recommendation of pupils.
3. To School/Staff
- a. Responsible for the assignment of employees and directs, coordinates and supervises their work in accordance with Board policies and regulations.
  - b. Responsible for the evaluation of the work of all employees.
  - c. Responsible for the supervision, administration, and evaluation of instructional programs.
  - d. Provides for continuous staff development for all personnel.

4. To Board of Trustees

- a. Administer the Office of Secretary and accordingly:
  - 1) Keep accurate proceedings of the Board
  - 2) Take charge of all records and documents.
  - 3) Prepare and maintain a classified record of all Board administrative policies.
- b. Act as advisor to the Board in all matters pertaining to the welfare of the district.
- c. Advise Board on employee negotiation matters.
- d. Recommend policy on organization, finance, instruction, personnel and all other functions of the district.
- e. Carry out all policies duly adopted by the Board.
- f. Performs other duties as directed by the Board.

B. Specific Responsibilities

- 1. Assumes duties and responsibilities pertaining to business and personnel management.
- 2. Responsible for establishing yearly staffing.
- 3. Responsible for overseeing all categorical aide, all federal and special projects.
- 4. Provide information as to the instructional program of the District.
- 5. Keep abreast of new developments requiring changes in policy.

III. Organizational Relationship

A. Supervised by: Board

B. Evaluated by: Board

IV. Minimum Requirements

As designated by the Board.

V. Special Conditions of Employment

By personal contract with the Board.