

# Amity School District 4J

Code: **CBA**  
Adopted: 6/29/89  
Revised/Readopted: 7/10/91, 05/08/13  
03/09/22

## **Qualifications and Duties of the Superintendent**

The Board of Directors requires the superintendent to be a strong educational leader who has the following professional experience and training.

A current Oregon administrative license with an authorization for all levels, superintendent's endorsement; at least one year of graduate study beyond the master's degree or a doctorate in the field of education, preferably in educational administration.

Successful teaching experience at the elementary or secondary level for a minimum of three years.

Service as a school administrator for a minimum of three years.

The superintendent shall have the following duties in the area indicated:

### Administrative:

The superintendent shall serve as chief executive officer and, under the direction of the Board, is responsible for control and operations of the school system, and for implementing the decisions and policies of the Board;

The superintendent shall attend all meetings of the Board except when excused for his/her own salary and performance review.

In order to assist the Board in reaching sound judgments, establishing policies and approving those matters which the law requires the Board to approve, the superintendent places before the Board necessary and helpful facts, comparisons, investigations, information and reports and makes available at the proper time the personal advice on special or technical matters of those who are particularly qualified to furnish it.

### Personnel:

The superintendent shall recommend the appointment, renewal, contract extension, contract nonrenewal, contract nonextension or dismissal of licensed district employees in accordance with state law, board policy and the employee's collective bargaining agreement, as applicable.

The superintendent shall have the authority to appoint, promote, demote or discharge classified and nonrepresented employees in accordance with state law, Board policy, collective bargaining agreements

and meet and confer agreements, as applicable.

The superintendent shall assign or transfer all district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable.

He/She shall annually provide the Board of Directors with a written evaluation of each principal. He/She shall regularly and systematically supervise and participate in the evaluation of all personnel of the district.

The superintendent has a basic duty in constantly studying and evaluating the educational program of the district and interpreting its strengths and weaknesses to the Board of Education, while continuously working with the instructors and supporting personnel to improve all aspects of the services of the school.

#### Curriculum and Textbooks:

The superintendent shall prepare and submit to the Board of Directors for approval, the courses of study and curriculum to be offered in the schools of the district;

He/She shall select and recommend for adoption all textbooks and supplementary materials. In preparation of courses of study and in the selection of textbooks, he/she shall seek the cooperation of such special committees of teachers, principals, supervisory personnel and representatives from student and community groups as may be necessary.

#### Financial:

The superintendent shall submit to the District Budget Committee, at the time of the budget message, an estimate of the receipts and expenditures for the ensuing year;

He/She shall submit financial and other reports with the assistance of the deputy clerk to the Board to keep it informed of the current status of the district's fiscal and other affairs;

He/She approves and directs, in accordance with law and regulations of the Board, purchases and expenditures, within the limits of the budget;

He/She shall serve as budget officer of the budget committee as required by ORS 294.391.

#### Planning:

The superintendent shall develop recommendations to the Board for the improvement of the schools and their instructional programs;

He/She shall exercise leadership in directing studies of sites and buildings, taking into consideration the population trend and the educational and cultural needs of the district to ensure timely decisions by the

Board and electorate regarding construction and renovation projects.

**Bargaining:**

To whatever extent the administrative and advisory function of the superintendency is involved in the bargaining process, the Board expects the superintendent to fulfill those responsibilities. The Board depends upon the superintendent to maintain balanced support of all educational components and to plan a consistent, fair and equitable allocation of funds to support the total educational enterprise that will be best for the school system as a whole. Under the bargaining process presently utilized by Amity School District 4J, it is required that the superintendent-clerk:

1. Participate actively in all bargaining meetings;
2. Develop informational materials to be shared with all persons directly involved in the bargaining process;
3. Analyze and review the ramifications and relations of salary and related economic problems, proposals and alternatives as they relate to the total school operation for the full bargaining committee.

**General:**

The superintendent shall attend, at the expense of the district, professional meetings of state and national scope; and, within the limit of funds budgeted for this purpose, provide for attendance of other members of the district staff for the purpose of keeping informed of current progress in education, to ensure that the district's schools shall be kept abreast of the times;

He/She shall represent the district in dealings with other school systems, social institutions, business firms, government agencies, and the general public, including the release of news information, related to the school system, to the media;

He/She shall perform such other duties as the Board may determine or which may be necessary for the efficient operation of the district's schools.

**Delegation of duties:**

The superintendent, at his discretion, may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the superintendent by these policies or by vote of the Board. The delegation of power or duty, however, shall not relieve the superintendent of responsibility for the action taken under such delegation.

END OF POLICY

Legal Reference(s):

[ORS 327.133](#)  
[ORS 332.405 - 332.427](#)  
[ORS 332.515](#)  
[ORS 342.125](#)  
[ORS 342.140](#)  
[ORS 342.143](#)  
[ORS 342.173](#)  
[ORS 332.075](#)

[ORS 342.175](#)  
[ORS 342.200](#)  
  
[OAR 581-022-0102 to -1940](#)  
[OAR 581-023-0006 to -0050](#)  
[OAR 584-046-0005 to -0024](#)  
[OAR 584-048-0085 to -0095](#)

[OAR 584-080-0151](#)  
[OAR 584-080-0152](#)  
[OAR 584-080-0161](#)  
  
[OAR 584-020-0000 to -0045](#)

[OAR 584-036](#)