

**POWERS AND RESPONSIBILITIES OF THE SUPERINTENDENT
(Job Description)**

Title: Superintendent of Schools

- Qualifications:**
1. Proper certification by the Colorado Department of Education in accordance with such standards as the State Board of Education may establish.
 2. At least seven years successful public school experience including four years administration.
 3. Master's degree in education with emphasis on school administration.
 4. Preparation in school administration and supervision including appropriate distribution of graduate work covering some phases of school administration, curriculum development, supervision of instruction, methods of teaching, philosophy of education, history of education, student activities, guidance, health and safety, vocational education, personnel records and reports, and school finance.

Reports To: Board of Education

Supervises: Directly or indirectly all employees of the district.

Performance Responsibilities:

As chief executive officer of the district, the superintendent is entrusted with full authority for the administrative management of the school system according to policies established by the Board and requirements of the state.

1. **Board.** The superintendent shall:
 - a. Establish goals for the district by November 30 of each year.
 - b. Provide updates on progress of the district directly related to the established goals.
 - c. Attend meeting of the Board, acting as a nonvoting executive officer with the right to comment on all issues.
 - d. Act as a professional advisor to the Board.
 - e. Recommend the positions required to provide adequate personnel for the operation of the district.
 - f. Perform such other duties as may be assigned by the Board including but not limited to informing the Board on district activities, programs and progress.
 - g. Administer Board policies.

2. **Operations.** The superintendent shall:

- a. Manage the work of all personnel in planning and program development and direct all district activities. The superintendent may delegate these responsibilities, together with appropriate authority, but may not delegate nor relinquish ultimate responsibility for results or any portion of accountability.
- b. Manage the development of long- and short-range educational objective for the improvement and growth of the district and of educational activities in the district.
- c. Manage the development of the overall educational process and administrative procedures and controls necessary to implement educational programs for the achievement of district educational objectives and stated goals.
- d. Recommend textbooks for adoption.
- e. Supervise curriculum development on an ongoing basis.
- f. Supervise development of the annual budget.
- g. Provide for overall management of financial activities and take appropriate action to ensure that expenses are kept within approved budgetary limits.
- h. Maintain active contact and familiarization with all local, state, federal and philanthropic programs which provide or could provide financial assistance to the district.
- i. Establish and maintain an administrative organization which provides for effective management of all essential functions of the district.

3. **Personnel.** The superintendent shall:

- a. Develop and recommend policies and programs for personnel recruitment, selection and employment to ensure the maintenance of an adequate staff throughout the district.
- b. Recommend to the Board the selection, employment, assignment, transfer and suspension of all personnel.
- c. Be responsible for evaluation of all personnel.
- d. Recommend appropriate staff development and training.
- e. Suspend from duty any employee for just cause and report the suspension in writing to the Board.
- f. Recommend salary increases, salary adjustments and benefits for all personnel.
- g. Develop and recommend to the Board job classifications/reclassifications for all positions.

4. **Finances.** The superintendent shall:

- a. Direct the development of the district's annual budget.
- b. Review and recommend programs and supporting data for funds to be included in the district's annual budget.
- c. Provide for the overall management of the district's financial activities and take appropriate action to ensure that expenses are kept within the district's approved budgetary limits.
- d. Assist principals and directors in maintaining economy and efficiency in the operation of their administrative units.
- e. Maintain an active contact and familiarization with all local, state, federal and philanthropic programs that provide or could provide financial assistance to the district.

5. **Relationships.** The superintendent shall:
 - a. Participate in the affairs of local, state and national professional organizations.
 - b. Serve as a representative of the school system and the community at meetings on the local, state and national levels.
 - c. Establish and maintain such other professional relationships within and outside the district as required to carry out responsibilities.
 - d. Keep the public informed of the progress and status of the district's educational program.

Adopted prior to 1985
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Legal ref: C.R.S. 22-9-106 (4)