

Descriptor Term: DUTIES – Superintendent

Descriptor Code: CEB

Rescinds: CEB

Board Approved: 7/10/2006

Previously Approved: 4/18/1988

1. It will be the duty of the Superintendent to administer the operation of the schools within the Gulfport School District and to implement the decisions of the Board of Trustees.
2. In addition to all other powers, authority and duties imposed or granted by law, the Superintendent will have the following powers, authority and duties.
  - a. to enter into contracts in the manner provided by law with the certified staff of the District, under his/her supervision, after such certified staff have been selected and approved in the manner provided by law.
  - b. to enforce in the schools of the District the courses of study provided by law or the rules and regulations of the State Board of Education, and to comply with the law with reference to the use and distribution of free textbooks.
  - c. to administer oaths in all cases to persons testifying before the Superintendent relative to disputes relating to the schools submitted to him/her for determination, and to take testimony in such cases as provided by law.
  - d. to examine the monthly and annual reports submitted to him/her by the staff for the purpose of determining and verifying the accuracy thereof.
  - e. to preserve all reports in accordance with the State Board of Education and Mississippi Code.
  - f. to prepare and keep in the Superintendent's office a map or maps showing the territory embraced in the District, to furnish the county tax assessor with a copy of such map or maps, and to revise and correct same from time to time as changes in or alterations of the District may necessitate and file revisions with the tax assessor.
  - g. to keep an accurate record of the names of all the members of the Board, the address of each, and the date of expiration of his/her term of office. All official correspondence will be addressed to the Board of Trustees and notice to such members will be regarded as notice to the residents of the District and it will be the duty of the members to notify such residents.
  - h. to deliver in proper time to the staff and Board members such forms, records and other supplies that will be needed during the school year as by law or any applicable rules and regulations, and to give to such individuals such information with regard to their duties as may be required.
  - i. to make to the Board reports for each scholastic month in such form as the Board may require.

- j to distribute promptly all reports, letters, forms, circulars and instructions which the Superintendent may receive for the use of school officials.
  - k. to keep on file and preserve in the office of the Superintendent all appropriate information concerning the affairs of the Board.
  - l. to visit the schools of the District at his/her discretion, and to require the staff thereof to perform their duties as prescribed by law.
  - m. to observe such instructions and regulations as the Board and other public officials may prescribe, and to make special reports to these officers whenever required.
  - n. to keep the Superintendent=s office open for the transaction of business upon the days and during the hours to be designated by the Board.
  - o. to make such reports as are required by the State Board of Education.
  - p. to make an enumeration of educable children in the school district as prescribed by law.
  - q. to keep in the Superintendent=s office and carefully preserve the school record provided, to enter therein the proceedings of the Board and the Superintendent=s his/her decision upon cases and other official acts, to record therein the data required from the monthly and term reports of staff, and from the summaries of records thus kept.
  - r. to delegate student disciplinary matters to appropriate school personnel.
  - s. to make assignments to the various schools in the District of all non-instructional and non-licensed employees and all licensed employees, as provided in Sections 37-9-15 and 37-9-17, and to make reassignments of such employees from time to time; however, a reassignment of a licensed employee may only be to an area in which the employee has a valid license issued by the State Department of Education. Upon request from any employee transferred, such assignment will be subject to review by the Board.
  - t. to employ substitutes for licensed employees, regardless of whether or not such substitute holds the proper license, subject to such reasonable rules and regulations as may be adopted by the State Board of Education.
  - u. to comply in a timely manner with the compulsory education reporting requirements prescribed in Section 37-13-91(6).
  - v. to notify, in writing, the parent, guardian, or custodian, the youth court and local law enforcement of any expulsion of a student for criminal activity as defined in Section 37-11-92.
  - w. to notify the youth court and local law enforcement agencies, by affidavit, of the occurrence of any crime committed by a student or students upon school property or during any school-related activity, regardless of location and the identity of the student or students committing the crime.
  - x. to employ and dismiss non-instructional and non-licensed employees as provided by law
  - y. to perform such other duties as may be required of the Superintendent, the Board, the State Board of Education, and Mississippi and federal code.
3. All funds to the credit of the District will be paid out on pay certificates issued by the Superintendent upon order of the Board, properly entered upon the minutes thereof, and all such orders will be supported by properly itemized invoices from the vendors covering the

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materials and supplies purchased. All such orders and the itemized invoices supporting same will be filed as a public record in the office of the Chief Financial Officer (CFO) for a period of five (5) years. The Superintendent will be liable upon his/her official bond for the amount of any pay certificate issued in violation of the provisions of this section. The Board will have the power and authority to direct and cause warrants to be issued against such District funds for the purpose of refunding any amount of taxes erroneously or illegally paid into such fund when such refund has been approved in the manner provided by law.

4. The Superintendent will be special accounting officer and treasurer with respect to any and all school funds for the District. The Superintendent will cause the CFO to issue all warrants without the necessity of registration thereof by the chancery clerk. Transactions with the depositors and with the various tax collecting agencies that involve school funds for the District will be with the CFO.
5. It will be the duty of the Superintendent to keep and preserve the minutes of the proceedings of the Board.
6. The Superintendent will cause to be kept by the Chief Financial Officer the "Docket of Claims" in which will be entered all demands, claims, and accounts to be paid from any funds of the District. Said docket will be in a form to be prescribed by the State Auditor. All demands, claims and accounts filed will be numbered consecutively and will be preserved by the Superintendent as a public record for a period of five (5) years. At each regular or special meeting of the Board, the docket of claims will be called and all claims on file not previously rejected or allowed will be passed upon. All claims found by the Board to be illegal will be rejected and disallowed. All claims as to which a continuance is requested by the claimant and those found to be defective but which may be perfected by amendment will be continued. The Superintendent will cause to be issued a pay certificate against any legal and proper fund of the District in favor of the claimant in payment of claims allowed and approved by the Board, and, except as is hereinafter set forth, it will be unlawful for the Superintendent to issue a pay certificate in the payment of any claim not so allowed and approved by the Board. The provisions of this section, however, will not be applicable to the payment of salaries and applicable benefits, amounts due private contractors where the amount thereof has been previously approved by a contract or by an order of the Board entered upon its minutes, and all such amounts may be paid by the Superintendent by pay certificates issued by him/her against the legal and proper fund without allowance of a specific claim therefor as provided in this section, provided that the payment thereof is otherwise in conformity with law. ' 37-9-14
7. The Superintendent is responsible for establishing line and staff relationships and for creating an organizational chart depicting that relationship. Each member of the staff will be told to whom he/she is responsible, and for what functions. See Policy GAE.