

SUBJECT: DUTIES OF THE SUPERINTENDENT OF SCHOOLS (Cont'd.)

- d) To encourage a positive approach to student behavior and discipline.

Personnel

- a) To develop and implement sound personnel practices, consistent with law, Board policy and collective bargaining agreements, including recruitment, hiring, assignment, supervision, evaluation, promotion, and discipline of all personnel. He/she 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.
- b) To recruit qualified professional, civil service, and non-certified personnel.
- c) To nominate employees for appointment, promotion, transfer or dismissal in accordance with the policies of the Board and the procedures outlined by the law. He/she shall make recommendations to the Board regarding salary and tenure of all employees. He/she may temporarily suspend any employee for cause and shall promptly report such suspension to the members of the Board. Unless otherwise determined by the Board, he/she is authorized to reemploy all employees upon the adoption by the Board of the budget for the following year.
- d) To supervise and evaluate all staff members. He/she shall work for good morale and be impartial, firm and fair in dealing with staff.
- e) To encourage in-service education and the professional growth of staff through conferences, workshops, group discussions, committee/individual studies and use of consultants.
- f) To advise the Board, in conjunction with the Board-designated negotiators, in all collective bargaining matters.

Financial Management

- a) To prepare and present to the Board a preliminary annual budget in accordance with a schedule established with the Board. He/she is responsible for ensuring that the budget, as adopted by the Board and approved at the annual meeting, is properly administered. He/she shall ensure that regular reports are made to the Board on the status of the budget.
- b) To 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 ensure that all necessary bookkeeping and accounting records are maintained by the District.

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