

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

To coordinate and manage the District so that the school organization operates smoothly and efficiently. He/she must be able to coordinate the processes essential to achieving a smooth operation in all areas of the School District organization:

- a) Planning: determining needs, objectives and goals.
- b) Organization: assigning roles, responsibilities and establishing lines of communication.
- c) Control: ensuring that progress is being made toward priorities, disciplining, making necessary staff reallocations and changes and evaluations.
- d) Decision-making: data-collecting, analyzing data and choosing appropriately from a variety of decision-making techniques.
- e) Problem-solving: sensitivity to problems, formulating problem statements, and using a variety of problem solving techniques.
- f) Communication: giving and receiving information effectively both orally and in writing, facilitating the exchange of information, views and opinions.

Other

To perform such other duties as the majority of the Board may determine.

Education Law Sections 1711 and 3003
8 New York Code of Rules and Regulations
(NYCRR) Section 100.2(m)

Adopted: 8/10/05
Revised: