

**SUPERINTENDENT  
EMPLOYMENT CONTRACT  
(2024 - 2029)**

**THIS AGREEMENT** is made on June 27, 2024, between the **Board of Education of Lincolnwood School District No. 74, Cook County, Illinois** (the “Board”), and **Dr. David Russo** (the “Superintendent”) (collectively, the “parties”).

**A. EMPLOYMENT AND COMPENSATION**

1. **Salary and Term of Employment.** The Board employs the Superintendent for a multi-year period commencing July 1, 2024, through and including June 30, 2029. The Superintendent shall be paid an annual salary payable in 26 equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District, in the following amounts:

- For July 1, 2024, through June 30, 2025, the salary shall be \$247,000;
- For July 1, 2025, through June 30, 2026, the salary shall be \$257,498;
- For July 1, 2026, through June 30, 2027, the salary shall be \$269,085;
- For July 1, 2027, through June 30, 2028, the salary shall be \$281,866;
- For July 1, 2028, through June 30, 2029, the salary shall be \$295,960;

The Contract will consist of 260 workdays for a Contract Year. The Superintendent acknowledges that he will work on a schedule set by the Superintendent and agrees that the 260-workday provision is intended solely for the purposes of calculating compensation and/or benefits on a per-diem basis and is not intended to establish or limit the number of days the Superintendent may be required to work during a Contract Year.

The Superintendent hereby accepts employment upon the terms and conditions hereinafter set forth.

2. **Teachers’ Retirement System and Health Insurance Security Fund.** In addition to the annual salary stated in paragraph A.1 of this Contract, the Board shall pay on behalf of the Superintendent to the Teachers’ Retirement System of the State of Illinois (hereafter “TRS”) and the Teachers Health Insurance Security Fund (hereafter “THIS”) the Superintendent’s required member contributions to such pension system and health fund. The Superintendent shall not have any right or claim to said amounts, except as they may become available at the time of retirement or resignation from TRS and THIS. Both parties acknowledge that the Superintendent did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to the TRS and THIS, and further acknowledge that such contributions are made as a condition of employment to secure the Superintendent’s future services, knowledge, and experience. The Superintendent does not have the right to receive payment for any amounts that would have been contributed to TRS or THIS by the Board on his

behalf had the Superintendent's required contributions not been limited by such retirement system and fund due to the application of an established limit for contributions to the pension plan, or to a refund of an overpayment of such contributions due to a decrease in the applicable member rate, if any.

3. **Creditable Earnings.** The parties agree that the Board makes no representations regarding the creditable earnings status with respect to any compensation received by the Superintendent pursuant to the terms of this Contract. Any and all determinations regarding creditable earnings, creditable service, and related TRS issues shall be made by TRS and, where applicable, a court of competent jurisdiction. Both Parties further acknowledge that the Superintendent does not have the right to receive payment for any amounts that would have been contributed to the TRS by the Board on his behalf had the Superintendent's required contributions not been limited by such retirement system and fund due to the application of an established limit for contributions to the pension plan.

However, if the total amount of salary and compensation reportable to TRS, and thus the pick-up of TRS contributions thereon, is limited by legislation enacted after the commencement of this Contract, the Board and the Superintendent agree to discuss the effect and work together to afford the Superintendent the full intended benefit of this Paragraph A.3, so long as the Board is not obligated to incur any additional expense in doing so.

The Board and the Superintendent make no commitment or guarantee that the Board's payment of the contribution limits under Paragraph A.3 will continue to be excludable from the Superintendent's gross income for federal or state income tax purposes, or that any other federal or state tax treatment will apply.

Because neither party can represent what position the IRS, or any other government entity, will take with respect to these payments and withholdings, it is mutually agreed that each party will be responsible for any miscalculations for which it is legally responsible without indemnification or any other recourse from the other party. That is, if it is subsequently determined that the Superintendent should have paid taxes in any portion of the contribution limit for which he did not pay taxes, the interest and penalties are the Superintendent's responsibility alone. If the Board is penalized for failing to withhold enough taxes based on the payroll information in its possession at the time of payment of the contribution limit, those penalties are the Board's responsibility alone. Both the Board and the Superintendent expressly waive the right to seek indemnification or reimbursement from the other as the result of any government decision on the taxability of these amounts. In the event the IRS, or any other government entity, determines that the Superintendent owes more taxes, he has no right to seek additional sums from the Board.

## **B. CONDITIONS OF EMPLOYMENT**

1. **License.** During the term of this Contract, the Superintendent shall hold a valid and properly registered license with necessary endorsement as issued by the Illinois

State Educator Preparation and Licensure Board qualifying him to serve in District 74 in the position of Superintendent. The Superintendent shall also keep current his attendance at required state Administrator Academy workshops and shall satisfy other license renewal and prequalification requirements necessary to enable him to legally evaluate staff.

2. **Medical Examination.** Pursuant to paragraph 24-5 of the *School Code*, at least once a year during the term of this Contract, the Superintendent shall obtain a comprehensive medical examination, and the Board shall pay the cost. A certificate of the physician certifying the physical competency of the Superintendent to perform his duties shall be given by the examining physician to the Board President, the confidentiality of which shall be maintained. In addition, the Board retains the right to require physical or mental examinations of the Superintendent by a licensed physician of its choice during the life of this Contract, should it have a good faith belief such examinations are necessary, the costs of which shall be paid by the Board. The examining physician shall give the examination report to the Board President. In no event shall the results of any examinations obtained or required pursuant to this paragraph be placed in the Superintendent's personnel file, or any file that could ever be accessed by anyone without the express written consent of the Superintendent and the President of the Board. All such documents and records shall remain the exclusive property of the Superintendent upon his termination of employment from the School District regardless of the reasons for the termination, and the School District, without the written consent of the Superintendent, shall keep no copies of any such documents. As a condition of employment, the Superintendent also agrees to comply with all health requirements established by law.
3. **Cell Phone.** The Superintendent is required to purchase and maintain a cell phone at his own expense and provide the cell phone number to District administrators and Board members for daily communication.
4. **Tenure and Related Rights.** The Superintendent acknowledges that, pursuant to the *School Code*, and by accepting the terms of a multi-year contract, the Superintendent waives all tenure and other rights granted under Sections 24-11 through 24-16 of the *School Code* only for the term of the multi-year contract and any multi-year extension thereof; however, the Superintendent shall not lose any previously acquired tenure credit with the District, if any.
5. **Employment Representations.** The Superintendent represents that he is not under contract with any other employer, including but not limited to school districts or cooperatives, for any portion of the term covered by this Contract. The Superintendent further represents that all information provided to the District in the process of application for employment was true and complete.

### C. BENEFITS

1. **Reimbursement of Business Expenses.** The Board shall reimburse the Superintendent in accordance with District procedures for monthly expenses incurred in the performance of his duties. The Superintendent shall itemize and substantiate all expenses incurred, in accordance with applicable Board policy and procedures.
2. **Insurance.** The Board will provide the Superintendent with the following insurance benefits:
  - a. Pursuant to the Superintendent's benefit election, single or family hospitalization/medical insurance and dental insurance, as provided under any group program effective in the District. If, at any time during the term of this Contract, the Board's payment of insurance premiums is deemed to constitute a discriminatory or otherwise impermissible benefit under law or regulation or other official guidance, subjecting the Board or Superintendent to potential penalties, civil fines, benefit plan disqualification, or increased tax payments, including excise taxes, the Board may, in its discretion, determine to decrease or eliminate its payment for such insurance and may, in its discretion, make a corresponding increase in another form of compensation to offset the cash value of the reduction in such insurance premium benefit. The parties acknowledge that the action to modify the benefit set forth in this paragraph of this Contract shall be in implementation of this provision of this Contract and shall not constitute or require an amendment to this Contract.
  - b. Long-term disability insurance, as provided under any group program effective in the District.
  - c. Single or family coverage vision service plan, as provided under any group program effective in the District.
  - d. Group term life and AD&D insurance, in the amount of three (3) times his annual base salary, subject to a maximum amount of insurance of \$750,000, subject to all eligibility conditions of the District's group program carrier. The Board will pay the premiums, and the Superintendent is entitled to designate any and all beneficiaries. The Board will assign the ownership of the term life insurance to a person or trust designated by the Superintendent, and upon termination of this Contract will allow the Superintendent to continue the life insurance policy at his own expense.

The Board makes no representation regarding the taxable nature of the insurance benefits under this Paragraph C.2, and may withhold taxes from or impute taxes on such benefits.

3. **Vacation.** In a full Contract Year, full and regular service shall be rendered by the Superintendent for twelve (12) months during the life of this Contract; provided that the Superintendent shall be entitled to a paid vacation of twenty (20) working days annually, exclusive of legal holidays. Winter and Spring recess periods shall constitute working days unless the Superintendent uses vacation days. Whenever the Superintendent intends to schedule three (3) or more consecutive days of vacation, he shall, whenever possible, notify the Board at least two (2) weeks before the date such vacation is scheduled to commence. Vacation shall be taken, subject to the approval of the Board, within the twelve (12) month period of a Contract Year; however, at the end of a Contract Year, unused vacation days will be converted into accumulated sick days for the following Contract Year with the Superintendent's approval. However, upon separation of employment, any unused vacation days shall be paid to the Superintendent at the Superintendent's current per diem pursuant to the Illinois Wage Payment and Collection Act (820 ILCS 115/1 *et seq.*). Such payment shall not become due and payable to the Superintendent until after his receipt of his final regular paycheck or last day of work, whichever is later. In no event shall unused vacation days accumulate as sick leave in the Contract Year in which the Parties separate employment.

To the extent that the Cook County Paid Leave Ordinance (Amendment 24-0583, effective December 31, 2023, herein "the Ordinance") applies to any period of employment under this Contract, the Board and the Superintendent agree as follows. A portion of the allotment of vacation days described in this paragraph, up to the minimum Accrual Cap required under the Ordinance, shall be considered to be provided as Ordinance Paid Leave in fulfillment of the required Paid Leave Ordinance, via the frontload method, for the 12-month period of the School District's fiscal year (namely, July 1 to the following June 30). Because such Ordinance Paid Leave shall be made available to the Superintendent to be used for any purpose allowed under the Ordinance as of the start of the 12-month period, no unused amount shall be carried over to the next 12-month period.

4. **Sick Leave.** The Superintendent shall be granted sick leave, as defined in Section 24-6 of the *School Code*, of seventeen (17) working days annually or, to the extent it differs, the same amount as the normal annual allotment provided to District 74 teachers, which may be accumulated to a maximum of 340 days.
5. **Personal Leave.** The Superintendent shall be granted personal leave of four (4) working days annually, or, to the extent it differs, in the same amount and pursuant to the same terms of use and accumulation as such days are provided to District 74 teachers. At the end of each Contract Year, unused personal days shall be converted to accumulated sick days.
6. **Professional Organizations.** To the extent provided for in the Board's annual budget and Board policies, and upon the Board's approval of the appropriateness of the Superintendent's involvement in state or national organization(s) or professional membership(s), such as the Illinois Association of School Administrators and the American Association of School Administrators, the Board

shall pay the reasonable professional dues for such organizations or memberships for the Superintendent. The Superintendent shall participate in local civic and fraternal organizations in the interest of promoting a better understanding of the School District and its concerns. Subject to its prior approval, the Board shall pay the dues incurred through membership in such organizations.

7. **Attendance at Professional Meetings.** The Superintendent is expected to attend appropriate professional meetings or conferences at the local and state levels and, subject to prior Superintendent approval, at one national-level conference. To the extent provided in the Board's annual budget and Board policies or as otherwise approved in advance, the reasonable and necessary expenses incurred shall be reimbursed by the Board in accordance with applicable Board policy and procedures. The Superintendent shall inform the Board in writing for each year during this Contract of professional memberships, conferences attended, and professional periodicals purchased at the Board's expense.
8. **Annuities and Deferred Compensation.** From the annual salary stated in paragraph A.1 of this Contract, the Superintendent may (1) annually defer compensation pursuant to and in accordance with the terms of an eligible deferred compensation plan as described in Section 457(b) of the *Internal Revenue Code*, if adopted by the Board, and/or (2) authorize a salary reduction in order that the Board may purchase a 403(b)-eligible product for the Superintendent as described in Section 403(b) of the *Internal Revenue Code*, in accordance with the Board's 403(b) Plan if offered, and provided that the Superintendent confirms that any such deferrals and/or reductions are within *Internal Revenue Code* limitations.

In addition to the salary set forth in Paragraph A.1 above, commencing with the 2024-2025 Contract Year and continuing thereafter, the Board will contribute the sum of \$10,000 per Contract Year to a tax-deferred annuity program of the Superintendent's selection. The Superintendent may apply that contribution, as well as any portion of his salary, to: (a) purchase a tax sheltered annuity pursuant to Section 403(b) of the *Internal Revenue Code*; (b) make contributions to his account balance in a non-qualified tax-deferred compensation plan intended to satisfy the requirements of Section 457(b) of the *Internal Revenue Code*; or (c) fund both the 403(b) annuity as set forth in (a) and the 457(b) account as set forth in (b). It is further understood and agreed that the maximum amount of the Superintendent's salary reductions authorized by this Paragraph C.8 may be limited in accordance with all applicable laws, including the *Internal Revenue Code*.

9. **Other Benefits.** The Superintendent shall be allowed other privileges, leaves and fringe benefits as are contained in the then-current collective bargaining agreement between the Board of Education and the Lincolnwood Teachers' Association, regardless of eligibility requirements and/or limitations, including but not limited to the benefits provided in Sections 15.6 and 15.8 of that agreement.

#### D. POWERS AND DUTIES

1. **Duties.** The duties of the Superintendent shall be those incidental to the office of Superintendent as contained in the job description or as may be directed by the Board of Education or Superintendent. The Superintendent shall have charge of the administration of the School District under the direction of the Board; he shall be the chief executive officer for the Board; he shall recommend the selection, retention and dismissal of, and direct and assign, teachers and other employees of the School District under his supervision; he shall organize and direct the administrative and supervisory staff; he shall make recommendations to the Board concerning material and courses of study; he shall direct the keeping of all records and accounts and aid in the making of all reports as required by the Board; he shall recommend rules, regulations, and procedures deemed necessary for the welfare of the School District; and, in general, he shall perform all other duties incident to the office of the Superintendent as the Board may delegate to him or as required by law.
2. **Extent of Service.** The Superintendent shall devote his time, skill, labor, and attention to the business of the School District and related professional activities so as to faithfully perform the duties of Superintendent, as set forth in the job description attached as Exhibit A and incorporated in this Contract by reference. With the permission of the Board of Education, the Superintendent may attend university courses, seminars, or other professional growth activities; or lecture and engage in writing activities and speaking engagements. The Superintendent may not jeopardize the functioning of the School District by engaging in or by any lengthy and conspicuous absence for such professional activities. In the event the Superintendent receives remuneration for any engagement, the Superintendent shall be required to use allocated paid vacation days to attend each day of that engagement.
3. **Compliance with Policies.** The Superintendent is responsible for and deemed to have knowledge of all policies, rules, and regulations established by the Board or the District administration and shall comply with their requirements.

#### E. PERFORMANCE GOALS AND EVALUATIONS

1. **Student Performance and Academic Improvement.** The Superintendent acknowledges that, pursuant to Section 10-23.8 of the School Code (105 ILCS 5/10-23.8), this multi-year agreement is subject to performance-based goals and indicators. The Parties agree the goals and indicators are linked to student performance and academic improvement of the schools within the District.

The Superintendent, with the assistance of his administrative team, shall (a) evaluate the assessment results of the standardized tests given by the School District and the State of Illinois and annually present recommendations to the Board for the improvement of such results; (b) evaluate the District's curriculum and annually make recommendations to the Board to ensure that the District's curriculum is

aligned to the standards as required by the Illinois State Board of Education; (c) direct the evaluation of textbooks and other instructional materials to ensure that all materials are up to date and appropriate; and (d) evaluate the District technology plan and annually recommend improvements thereto to the Board. The presentation of the report shall constitute the achievement of the goals and indicators of student performance and academic improvement as required by this Contract and Section 23.8 of the School Code.

In addition to the above, the Parties may establish additional annual performance objectives which shall be reduced to writing, attached hereto as Exhibit B and included as part of this Contract. Specifically, the Superintendent shall submit a list of performance objectives to the Board for consideration no later than the regular Board meeting held in October of each year of this Contract. The Board shall then determine whether any additional performance objectives will be established. The Parties contemplate that such performance objectives may be adopted by the Board at the regular Board meeting in November; provided, however, that the Board shall have the authority to adopt annual performance objectives for the Superintendent at any time.

The foregoing goals, indicators and performance objectives shall be used by the Board to measure the performance and effectiveness of the Superintendent, along with such other information as the Board may determine. The Superintendent's attainment of the goals, indicators and performance objectives shall be determined annually as part of the evaluation process provided in Paragraph E.2, or as otherwise mutually agreed by the Parties.

2. **Evaluation.** The Board shall at least once annually, but not later than March 1 of each school year, review in writing the Superintendent's progress toward mutually established performance objectives, attainment of the student performance and academic improvement goals set forth in this Contract, and working relationships with the Board, the total staff and the community, and shall provide the Superintendent with a written summary of that review. Except as provided by statute, failure of the Board to complete an evaluation does not preclude termination or non-renewal of this Contract.

#### F. RENEWAL OR AMENDMENT OF CONTRACT

1. **Non-Renewal.** In the event the Board determines not to renew or extend the employment of the Superintendent, this Contract shall expire on the last day of the term stated above in paragraph A.1 of this Contract. Notice of intent not to renew this Contract shall be given by the Board in accordance with applicable requirements of the Illinois *School Code*, if any, by March 1 of the year in which this Contract expires. Said notice shall be in writing and state the specific reason(s) for non-renewal. Failure to provide timely notice of non-renewal by March 1 shall extend this Contract for one (1) additional year. The Superintendent shall notify the President and Secretary of the Board by February 1 of the year in which this Contract expires that failure of the Board to give the Superintendent said notice of



intent not to renew shall extend this Contract by one (1) additional year. The failure of the Superintendent to give the required reminder notice to the Board officers by February 1 of the year in which the Contract expires shall waive the obligation of the Board hereunder to give its notice of intent by March 1.

2. **Renewal.** Before the end of this Contract, the Board and Superintendent may renew or extend the Superintendent's employment upon such terms and conditions as they may mutually agree, provided the goals and indicators of student performance and academic improvement referenced in paragraph E.1 of this Contract have been met. In such event, the Board and Superintendent shall take specific action to enter into a new contract of employment to take effect after the expiration of this Contract.
3. **Amendment.** Any adjustment or modification made during the life of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new contract with the Superintendent or as an extension of the termination date of this Contract.

#### **G. TERMINATION**

1. **Grounds for Termination.** This Contract may be terminated during its term:
  - a. By mutual agreement, in writing;
  - b. Upon the Superintendent's disability in accordance with Paragraph G.3 below;
  - c. Via discharge for cause; or
  - d. Upon the death of the Superintendent.
2. **Cause.** Discharge for cause during the term of this Contract shall be for any conduct, act, or failure to act by the Superintendent that, in the discretion of the Board, is detrimental to the best interests of the School District, provided, however, that the Board does not arbitrarily or capriciously call for dismissal. Any failure to comply with the terms and conditions of this Contract after written notice of any such failure to comply and a reasonable opportunity to correct the failure shall also be sufficient cause for purpose of discharge for cause. Reasons for discharge for cause shall be given in writing to the Superintendent, who will be entitled to notice and a hearing before the Board to discuss such causes. If the Superintendent chooses to be accompanied by legal counsel, he shall bear any costs involved. The Board hearing shall be conducted in closed session. The decision of the Board will be final. This provision shall not be construed to limit in any way the Superintendent's right to review of the Board's action in any applicable state or federal court or other administrative forum.
3. **Disability.** Should the Superintendent be unable to perform the duties and obligations of this Contract by reason of illness, accident or other cause beyond the

Superintendent's control, and such disability exists for a period of more than ninety (90) work days after the exhaustion of accumulated sick leave days and vacation days during any school year, the Board, in its direction, may make a proportionate deduction from the salary stipulated. If such disability is permanent, irreparable, or of such nature as to make the performance of the Superintendent's duties impossible, the Board, at its option and sole discretion, may terminate this Contract, whereupon the respective duties, rights and obligations of the Parties shall terminate.

The Board may, after receipt of advice from such physician or physicians as it may reasonably require, temporarily relieve the Superintendent from duties during his illness or incapacity.

The Board may require the Superintendent to submit to a physical examination whenever it deems the Superintendent disabled. Such examination shall be performed by a physician chosen by the Board and paid for by the Board. The Superintendent may request and receive a hearing before the Board prior to any duties being removed from him for reasons of temporary illness or incapacity. If the Superintendent chooses to be accompanied by legal counsel, he shall bear any related costs. The Board hearing shall be conducted in executive session.

The Board may terminate this Contract for reasons of permanent disability or incapacity at any time after the Superintendent has received the compensation provided above.


#### H. MISCELLANEOUS

1. **Notices.** Any notice required to be given under this Contract shall be deemed sufficient if it is in writing and sent by first class mail or certified mail, postage prepaid, to the last known residence of the Superintendent or the President of the Board at the administrative offices of the District.
2. **Governing Law and Venue.** This Contract has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect. The parties agree that venue for all actions between the parties shall lie solely in the state court having jurisdiction over Cook County, Illinois, and the Superintendent hereby submits to the jurisdiction of the same.
3. **Headings.** Paragraph headings and numbers have been inserted for convenience of reference only and, if there is any conflict between such headings or numbers and the text of this Contract, the text shall control.
4. **Counterparts.** This Contract may be executed in multiple counterparts, and a set of counterparts bearing the signatures of both parties constitutes the Contract as if the parties had signed a single document.

5. **Indemnification.** Except to the extent limited by law, the Board shall defend, hold harmless, and indemnify the Superintendent from any and all demands, claims, suits, actions, or legal proceedings brought against him, either in his official capacity as an agent or employee of the School District or in his individual capacity, provided the incident for which the Superintendent seeks indemnification arose while he was acting within the scope of his employment with the School District to the full extent required and permitted under Section 10-20.20 of the School Code ("Indemnifiable Claim"). The Board shall control the defense of any Indemnifiable Claim including, without limitation, the selection and retention of defense counsel and the right to settle any Indemnifiable Claim at its sole discretion. This provision shall continue after severance or termination of the employment relationship.
6. **Complete Understanding.** This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this contract and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
7. **Effect of Agreement.** This Contract shall inure to the benefit of and be binding upon the Board and its successors and assigns. If any portion of this Contract is deemed to be illegal or unenforceable, the remainder shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties have executed this Contract on the date written above, upon formal approval by the Board at a duly convened meeting.

**SUPERINTENDENT**

  
 \_\_\_\_\_  
 Dr. David Russo


Date: 6-27-24

**BOARD OF EDUCATION OF  
 LINCOLNWOOD SCHOOL DISTRICT  
 NO. 74, COOK COUNTY, ILLINOIS**

By:   
 \_\_\_\_\_  
 Board President

Date: 6-27-24

**ATTEST**

By:   
 \_\_\_\_\_  
 Board Secretary

Date: 6-27-24

**EXHIBIT A**  
**JOB DESCRIPTION – SUPERINTENDENT**



# EXHIBIT A

## Superintendent of Schools

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Job Category: Certified

Status: Exempt

Location: Administration Building

Reports to: Board of Education

### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Illinois State Board of Education Professional Educator Licensure appropriate to assignment. State Superintendent's endorsement; Doctorate preferred, not required.
- Experience as building or district administrator required.
- Knowledgeable of school finance and school personnel, along with strong focus on instructional leadership.
- Ability to demonstrate personal and professional ethical behavior.
- Ability to demonstrate leadership qualities.
- Ability to demonstrate strong communication skills, oral and written.

### Job Goal

Responsible for the Mission Statement and the Strategic Plan Goals.

### Performance Responsibilities

- Attends and participates in all meetings of the Board and its committees, except when own employment or salary is under consideration.
- Delegates at own discretion to other employees of the Board the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the Superintendent of final responsibility for the action taken under such delegation.
- Recommends to the Board for its adoption all courses of study, curriculum guides and major changes in texts and time schedules to be used in the schools.
- Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees and receives from employees communications to be made to the Board.
- Directs staff negotiations with professional and non-professional personnel.
- Recommends for appointment, election or employment all employees of the Board except professional officers of the Board, and assigns, transfers and recommends for dismissal any and all employees of the Board except professional officers of the Board.
- Employs such personnel as may be necessary within the limits of budgetary provisions and subject to the Board's approval.
- Assigns and transfers employees as the interest of the district may dictate and reports such action to the Board for information and record.
- Summons employees of the district to attend such regular and occasional meetings as are necessary to carry out the education program of the district.
- Supervises methods of teaching, supervision and administration in effect in the schools.

- Approves vacation schedules for salaried district employees under direct supervision.
- Suspends any employee for just cause and reports such suspension to the Board.
- Acts as purchasing agent for the Board and establishes procedures for the purchase of books, materials and supplies.
- Makes recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety.
- Makes recommendations with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations and changes in the buildings and equipment of the district.
- Represents the district, or delegates a representative to attend, in its dealings with other school systems, institutions, agencies and community organizations.
- Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the Board informed of trends in education.
- Represents the Board as liaison between the school district and the community.

#### Physical, Sensory and Environmental Demands

**Physical:** The employee frequently is required to stand, walk, sit, use hands and fingers; sit continuously for extended periods of time; and reach with hands and arms. The employee must have the ability to use a keyboard and equipment typically found in an administrative work setting.

**Sensory:** While performing the duties of this job, the employee is regularly required to talk and/or hear. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, read and interpret documents and instruction; frequent identification of letters, numbers, and symbols in a technology environment.

**Environmental:** While performing the duties of this job, the employee is exposed to equipment and noise levels typical of an administrative office environment.

#### Evaluation:

Performance will be evaluated in accordance with Board's Policy on Evaluation of the Superintendent and as agreed upon in contract with the Superintendent of Schools.

#### Terms of Employment

Twelve-month position. Salary is negotiated with the Board of Education.