

**POSITION DESCRIPTION
SUPERINTENDENT OF SCHOOLS**

The superintendent of schools is the chief executive and advisory officer of the Board of Education. It is the school superintendent's responsibility that good planning, organizational, administrative and evaluative procedures are continuously followed in all phases of the schools' programs.

As educational leader of the school system, the superintendent of schools shall direct, control and supervise all matters affecting the school district. Specifically, the school superintendent's duties and responsibilities shall include the following:

1. Attend all scheduled meetings of the whole school board, unless otherwise excused, and, when requested to do so, attend meetings of the school board committees.
2. Administer the entire school district operation through policies and regulations established by the Board of Education and enforce all provisions of the New York State Education Law applicable to the operation of the schools. Further, the school superintendent shall possess the authority to discharge all duties described by law and Board of Education policy. In situations where the school superintendent's duties are not definitely prescribed, the school superintendent may exercise discretion subject to Board of Education approval.
3. Prepare, with the assistance of staff personnel, all courses of study and curricula materials to be used in the schools and subject to review and approval by the Board of Education.
4. Recommend suitable textbooks for Board of Education approval.
5. Have responsibility for the educational development and performance of the school system, as well as for supervision and appraisal of the school district's instructional program.
6. Recommend all new appointments, resignations, and retirements; changes in salary status or promotion; and requests for leaves-of-absence for all district personnel. However, the school superintendent may fill vacancies caused by temporary illness or necessary absences of all personnel or make other temporary arrangements relative to school district personnel which may be deemed proper. The superintendent of schools shall also have the power to suspend any employee for cause; and the superintendent of schools shall report such suspension to the Board of Education at its next regular meeting or at an earlier special meeting if called for the purpose of further action on the matter.

Position Description -- Superintendent of Schools (Continued)

7. Have supervision and direction over all school district personnel and school district activities, and to be responsible for internal administrative procedures the school superintendent establishes.
8. Oversee the transfer of personnel within their area of certification, specialization, or civil service status, reporting such changes to the Board of Education.
9. Keep the Board of Education informed of the extent to which performance of procedures, policies and programs put into effect conform to plans.
10. Act to correct unsatisfactory conditions and to remove obstacles to goal attainment following review by the Board of Education.
11. Prepare the annual budget after consultation with appropriate staff members prior to its adoption by the Board of Education and shall administer the budget as subsequently approved by the voters.
12. Prepare, through assistance of the business department, the necessary financial reports and such other reports of building operation and maintenance as the occasion demands.
13. Have the authority to close the schools or shift to remote instruction on days of inclement weather and such other times as the welfare of the students and staff may demand.
14. Prepare meeting agendas in consultation with the school board president as well as receive and review all matters of school policy and procedure brought to the Board of Education by the citizens. All information pertinent to the specific condition shall be gathered and presented in an organized manner for the Board of Education.
15. Approve the use of school facilities during non-school hours by outside agencies, provided that such use is in conformity with Section 414 of the New York State Education Law and established policies of the Board of Education.
16. Seek advice of the Board of Education on major conditions and problems affecting the effectiveness of the school district's operations.
17. Prepare and distribute from time to time, or as requested by the Board of Education, reports to the school board reviewing conditions and developments in the school system and include recommendations the superintendent of schools may deem necessary or helpful

Position Description -- Superintendent of Schools (Continued)

18. Exercise such further powers and duties as the Board of Education may from time to time prescribe.

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