

Administration**SUPERINTENDENT OF SCHOOLS: JOB DESCRIPTION**

The job of Superintendent entails many complex duties, some specified in law and some assigned by the Governing Board. The Board shall provide the Superintendent with a job description that indicates his/her major responsibilities. These responsibilities and additional duties are further detailed throughout the Board's policies.

The Superintendent may undertake outside professional activities such as speaking and writing, provided that the duties of his/her office receive adequate time and energy and always take precedence over any such outside activities.

(cf. 2120 - Superintendent of Schools)

Legal Reference:**EDUCATION CODE**

- 17604 Delegation of powers to agents
- 17605 Delegation of authority to purchase supplies, equipment and services
- 35020 Duties of employees set by governing board
- 35026 Employment of district superintendent by certain districts
- 35028 Qualifications for employment
- 35029 Waiver of certification requirement
- 35035 Additional powers and duties of superintendent
- 48900 Authority of superintendent to recommend suspension or expulsion

WESTMINSTER SCHOOL DISTRICT

Westminster, California

Policy Adopted: July 5, 1990