

## QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT

### I. Policy Statement

The Superintendent shall be the Chief School Administrator of the Board of Education (the Board) in the administration of the schools. The Superintendent shall perform duties under the direct supervision of the Board and shall carry out administrative functions in accordance with New York State statutes requirements of the New York State Education Department and the adopted policies of the Board.

### II. Powers and Duties of the

The Superintendent shall have the following powers and duties (NYS ED Law §1711(2)), unless otherwise specified by the by-laws of the Board:

- A. To be Chief Executive Officer of the Waterville Central School District (the District) and the educational system, and shall have the right to speak on all matters before the Board, but not to vote.
- B. To enforce all provisions of law and all rules and regulations relating to the management of the schools and other educational, social and recreational activities under the direction of the Board.
- C. To prepare the content of each course of study authorized by the Board. The content of each such course shall be submitted to the Board for its approval and, when thus approved, the superintendent shall cause such courses of study to be used in the grades, classes, and schools for which they are authorized.
- D. To recommend suitable lists of textbooks to be used in the schools.
- E. To have supervision and direction of associate, assistant and other superintendents, directors, supervisors, principals, teachers, lecturers, medical inspectors, nurses, claims auditors, deputy claims auditors, attendance officers, janitors and other persons employed in the management of the schools or the other educational activities of the District under the direction and management of the Board; to transfer teachers from one school to another, or from one grade of the course of study to another grade in such course, and to report immediately such transfers to such board for its consideration and actions; to report to such board violations of regulations and cases of insubordination, and to suspend an associate, assistant or other superintendent, director, supervisor, expert, principal, teacher or other employee until the next regular meeting of such board, when all facts relating to the case shall be submitted to such board for its consideration and action.

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- F. To have supervision and direction over the enforcement and observance of the courses of study, the examination and promotion of pupils, and over all other matters pertaining to playgrounds, medical inspection, recreation and social center work, libraries, lectures, and all other education activities under the management, direction and control of the Board.

#### III. Additional Duties of the Superintendent:

- A. Enforce all provisions of the law and policies, rules and regulations of the Board of Education; Submit reports on the conditions and development of the schools, based on a continuing study of the needs of the schools.
- B. Acquaint the public with the activities and needs of the schools on a continuing basis.
- C. Recommend to the Board the appointment of the professional and non-instructional staff required for the effective operation of the District.
- D. Be responsible for the recruitment, selection, evaluation, discipline and recommendation for promotion and dismissal of any professional or non-instructional employee to the Board of Education.
- E. Be responsible for the instructional program, curriculum development and overall management of all programs under the direction and supervision of the Board of Education.
- F. Continuously monitor and evaluate all facets and functioning of all various departments in the school district, and report to the Board as requested.
- G. Have the responsibility for the formation of school policies, plans and programs, and preparation of the annual school district budget.
- H. Work closely with other school district agencies for the purpose of benefiting the young people of the district.
- E. Assume such other duties assigned by the Board which will be of assistance to the Board in fulfilling its legislative and policy functions.

#### IV. Certification

The Superintendent shall possess all required certification or other credentials and have sufficient experience, expertise, and ability to carry out the duties of the superintendent to the satisfaction of the Board.

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V. Evaluation

The Board shall have the responsibility to evaluate the Superintendent annually.

VI. Vacancy

In the event that any vacancy occurs in the office of the Superintendent, the Board shall promptly fill such vacancy. Such vacancy may either be filled by appointment of an interim Superintendent, or appointment of a Superintendent.

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Waterville Central School District

Legal Ref: NYS Education Law §§1604, 1711, 3003

Adopted: 01/14/80

Revised: 11/26/96, 05/24/11, 10/29/14, 1/10/23