

Section 3-1.1. Administrative Responsibilities Generally. — A. The chief administrative officer for Suffolk Public Schools is the superintendent of schools. The superintendent is responsible for the direction, leadership and coordination of students and staff in their efforts to reach educational goals adopted by the School Board. The administration must be based upon positive human relationships in order to serve as the keystone to the effective operation of the entire educational system. Without such a base, Suffolk Public Schools will lack that uniting force which makes everybody in the organization feel important, regardless of the tasks or duties which he or she is discharging, be they professional or support services.

- B. The School Board expects the administration to specialize in:
1. The processes of decision-making and communication.
 2. Planning, organizing, implementing, and evaluating educational programs.
 3. The coordination of various centers of power within Suffolk Public Schools so as to enable people to do the things together for education that they might never be able to do separately.
 4. The demonstration of leadership.
 5. The development and maintenance of close working relationships and channels of communication within the school system and community.
 6. The prevention of misunderstandings and development of cooperation toward attaining the educational goals adopted by the School Board.

(Adopted January 1, 1995)

Legal Authority - Virginia Code §22.1-70 (1950), as amended.

Section 3-1.2. Qualifications and Duties of the Superintendent. — A. The superintendent meets or exceeds the requirements set by the Board of Education.

B. The superintendent annually participates in high-quality professional development activities at the local, state, or national levels, on topics including the Standards of Quality, Board of Education regulations, and the Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Principals, and Superintendents.

C. Major Duties include the following:

1. As chief executive officer for Suffolk Public Schools, the superintendent
 - (a) attends School Board meetings.
 - (b) implements policies of the School Board and ensures that they are posted on the division's website,
 - (c) reports to the School Board about the status of programs, personnel and the overall operation of Suffolk Public Schools.
 - (d) recommends actions to the School Board.
 - (e) facilitates communication between the School Board and school personnel,
 - (f) assists the School Board chairman in developing agendas of meetings of the School Board, and develops regulations as directed by the School Board.
2. As the educational leader of the school division, the superintendent
 - (a) supervises the principals and assistant superintendents,
 - (b) oversees planning and evaluation of curriculum and instruction,
 - (c) develops for approval by the School Board procedures for adopting textbooks and other instructional materials,
 - (d) visits schools on a regular basis, and
 - (e) maintains a current knowledge of developments in curriculum and instruction.
3. The superintendent enforces school laws and regulations, including by
 - (a) observing such directions and regulations prescribed by the Superintendent of Public Instruction or Board of Education,
 - (b) reporting information to the Superintendent of Public Instruction as required,
 - (c) promptly distributing all reports, forms, laws and regulations received from the Superintendent of Public Instruction,
 - (d) enforcing school laws, regulations and decisions of the Superintendent of Public Instruction and of the Board of Education, and
 - (e) developing and maintaining procedures, guidelines and regulations to implement School Board policy. If School Board action is required by law or the School Board has specifically asked that certain types

of regulations be given prior School Board approval, these procedures, regulations and guidelines are presented to the School Board for approval and, when approved, placed in the School Board policy manual. The administrative procedures, guidelines and regulations are communicated to the staff and made available for their information.

4. The superintendent oversees staff personnel management, including by
 - (a) organizing recruitment of personnel,
 - (b) re-assigning personnel in accordance with school board policy,
 - (c) administering personnel policies and programs,
 - (d) the request of the School Board, surveying the school division at least annually to identify critical shortages of teachers and administrative personnel by subject matter, specialized student support positions, and school bus drivers and reporting such critical shortages to the School Board, the Superintendent of Public Instruction, and the Virginia Retirement System. Specialized student support positions include school social workers, school psychologists, school nurses, licensed behavior analysts, licensed assistant behavior analysts, and other licensed health and behavioral positions, which may either be employed by the School Board or provided through contracted services;
 - (e) supervising the evaluation of personnel,
 - (f) providing for maintenance of up-to-date job descriptions for all personnel, and
 - (g) annually designating a division employee as the division safety official whose duty it is to receive reports pursuant to subsection A of Va. Code §§ 19.2-83.1, 19.2-291.1, and 19.2-299.3 and including such designation in the collated packet of school safety audits submitted to the Virginia Center for School and Campus Safety. The designation includes updated contact information for the division safety official, including (i) a current mailing address, (ii) a current working daytime phone number, (iii) a current functional email address, and (iv) a current functional fax number. The superintendent updates this contact information within 48 hours of any change to such information.
5. The superintendent oversees facility management, including by
 - (a) preparing long-and short-range plans for facilities and sites,
 - (b) providing for the maintenance of school property and safety of personnel and property,
 - (c) inspecting, or providing for the inspection of school property on a

- regular basis,
 - (d) overseeing the utilization of school property,
 - (e) monitoring any construction, renovation and demolition of school facilities,
 - (f) representing Suffolk Public Schools before local or state agencies which control building requirements or provide financing for buildings, and
 - (g) closing public school buildings which appear to be unfit for occupancy.
6. The superintendent oversees financial management by
- (a) preparing the budget for School Board approval,
 - (b) ensuring that expenditures are within the limits approved by the School Board,
 - (c) reporting to the School Board on the financial condition of Suffolk Public Schools,
 - (d) establishing procedures for procurement of equipment and supplies, and
 - (e) Ensuring that an accurate record of all receipts and disbursements of school funds is kept.
7. The superintendent directs community relations activities including by
- (a) articulating educational programs and needs to the community,
 - (b) responding to concerns expressed in the community,
 - (c) maintaining contact with the news media,
 - (d) participating in community affairs, and
 - (e) involving the community in planning and problem solving for Suffolk Public Schools.
8. The superintendent oversees pupil personnel services by
- (a) monitoring pupil personnel services,
 - (b) providing for an adequate pupil record system,
 - (c) implementing policies and programs relating to the behavior and discipline of pupils,
 - (d) maintaining programs for the health and safety of pupils, and
 - (e) facilitating communication between Suffolk Public Schools and community agencies.

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Legal Authority - Virginia Code §§22.1-58, 22.1-59, 22.1-68, 22.1-69, 22.1-70.3, 22.1-79, 22.1-136, 22.1-253.13:2, 22.1-253.13:5, and 22.1-253.13:7 (1950), as amended. 8 VAC 20-23-50., 8 VAC 20-23-630, 8 VAC 20-390-10, 8 VAC 20-390-40, 8 VAC 20-390-50, 8 VAC 20-390-60, 8 VAC 20-390-60, 8 VAC 20-390-70, 8 VAC 20-390-80, 8 VAC 20-390-90, 8 VAC 20-390-100, and 8 VAC 20-390-110.