

BOARD OF TRUSTEES
HUMBOLDT COUNTY SCHOOL DISTRICT

POLICY 2005
ADMINISTRATION

THE SUPERINTENDENT OF SCHOOLS

FUNCTION AND RESPONSIBILITIES

1. Appointment:

Subject to the provisions of the School Code, the Board of Trustees shall appoint a Superintendent of the Humboldt County School District and fix his/her salary and term of office.

2. Powers and Duties of the Superintendent:

The Superintendent, who shall serve as executive officer of the school district, shall have the following specific powers and duties and shall be directly responsible to the Board for their exercise:

- A. He/she shall prepare the agenda for each Board meeting, shall attend all board meetings, except when his/her contract is being considered or the superintendent is on vacation, and shall participate in, except in the case of specific Board request, all deliberations of the Board when such deliberations do not involve his/her contract.
- B. Control of the schools of said district shall be unified under the administration of the Superintendent and all employees responsible to him/her directly or through his/her subordinates, under the policies as set forth by the Board.
- C. The Superintendent shall nominate or recommend all other certified employees, and the Board shall appoint or employ from those who have been nominated or recommended by the Superintendent. It shall be the policy of the Board to employ and retain well-qualified, competent teachers possessing sound teaching techniques, a thorough knowledge of their subjects as well as personal qualities which will contribute to successful relationships with pupils, other staff members and the community.
- D. Assignment, transfer and promotion of all employees of the Humboldt County School District shall be made by the Superintendent with approval of the Board and in accordance with the terms of any applicable negotiated agreement.

- E. Subject to Nevada Revised Statute and Collective Bargaining Agreement language, whenever the Superintendent has reason to believe that cause exists for the dismissal of a certificated employee, and when he/she is of the opinion that the immediate suspension of the employee is necessary in the best interests of the children in the district, the Superintendent may suspend the employee without notice and without a hearing. The Superintendent shall automatically suspend a certificated employee who has been officially charged but not yet convicted of a felony or a crime involving moral turpitude. If the charge is dismissed or if the employee is found not guilty, he/she shall be reinstated with back pay and normal seniority. The Superintendent shall notify the employee in writing of the suspension.

He/she may dismiss any other employee for cause and in accordance with the terms of any applicable negotiated agreement.

- F. He/she shall hear any complaints against the schools, and he/she shall act as an arbiter in matters of controversy between the various school employees, and between school employees and parents. The Board will not deal with such matters except on appeal from the Superintendent's decision or at the Superintendent's request.
- G. The Superintendent is charged with enforcement of the rules, regulations and decisions of the Board of Trustees, and shall be responsible for the dissemination of all general orders adopted by the Board relating to all school employees and in accordance with the terms of any applicable negotiated agreement.
- H. He/she shall be responsible for the general efficiency of the school system; for the development of the teaching staff and for growth and welfare of pupils. He/she shall be responsible for the methods, with board approval, of instruction and management used by teachers and principals, and shall have the authority to hold such meetings of teachers and principals as he/she deems necessary, and require attendance thereat.
- I. He/she shall be responsible for the planning and preparation of a suitable budget to meet the financial needs of the schools in Humboldt County School District. He/she shall disperse, in the most practical and economical fashion, funds provided for in the yearly budget, to the various segments of the school organization in the school district.
- J. He/she may delegate, subject to the approval of the Board, any of the powers and duties which the Board has entrusted to him/her, but in every instance he/she shall continue to be responsible to the Board for the execution of the powers and duties delegated.
- K. He/she shall visit all schools in the district as frequently as necessary, but shall visit each school no less than several times each school year.