

BOARD OF TRUSTEES
HUMBOLDT COUNTY SCHOOL DISTRICT

POLICY 2010
ADMINISTRATION

ASSISTANT SUPERINTENDENT

PREFERRED QUALIFICATIONS

- (1) Master's Degree from an accredited institution.
- (2) Administrative Certification.

The Board of Trustees may create the Assistant Superintendent position, and then shall select a qualified individual for the position and fix the salary and term of office.

REPORTS TO:

Superintendent of Schools and Board of Trustees

PERFORMANCE RESPONSIBILITIES

- 1. Act as executive officer of the School District in the absence of the Superintendent.
- 2. Screen and approve all purchase orders issued by various schools and department of the school district.
- 3. Act as Human Rights Officer and personnel director.
- 4. Act as Civil Rights Officer for the district.
- 5. Serve on the district negotiations team.
- 6. Supervise transportation department.
- 7. Oversee the school lunch program.
- 8. Represent the school district in selected state and regional conferences or meetings.
- 9. Attend School Board meetings.
- 10. Respond to other duties and requests as assigned by the School Board or Superintendent.

EVALUATION:

Performance of his/her job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel and is conducted by the Superintendent of Schools.