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Superintendent

The superintendent is hired by and shall report directly to the board of education. The superintendent will be the chief administrative officer of the board of education and shall keep the board informed on important issues. The board delegates to the superintendent the general power and authority to make necessary decisions to ensure the efficient and effective operations of the school.

The superintendent is charged with timely preparing, presenting, and filing an annual school budget, subject to the approval of the board at the annual budget hearing.

All school employees shall be under the direct and/or delegated supervision of the superintendent. The board delegates to the superintendent the authority to hire and terminate the employment of all classified staff. He or she or their designee shall review all certified and non-certified employees applying for vacancies and shall make recommendations regarding these employees.

All the grounds and buildings are supervised by the superintendent, including necessary repairs and improvements unless the board is required to approve such repairs or improvements.

The superintendents other duties may be included in his or her job description, contract, board policy or as otherwise assigned by the board.

> The Superintendent may delegate their responsibilities to other members of the staff.

Other duties of the Superintendent include, but are not limited to:

- Maintain high standards of student conduct and enforce discipline as necessary, according to statutory due process to the rights of students.
- Develop and implement professional development training of teachers, with special responsibility for staff administrative procedures and instruction.
- Prepare a school calendar for board adoption.
- Recommend changes to and implementation of board policy.
- Develop and implement the District's Strategic Plan for Improvement
- Supervision of Transportation
- Lead negotiations with multiple employment groups
- Apply the negotiated agreements with multiple employment groups
- Oversee the school nutrition program.
- Supervise and evaluate the performance of the Teaching and Learning staff
- Supervise and Evaluate the Student Services Department

- Supervise and Evaluate the Business Services Department.
- Supervise extra-curricular Activities

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Reviewed on: _____