

DUTIES OF THE SUPERINTENDENT

The Superintendent of Schools, as chief executive officer of the Board of Education, will have the following specific powers and duties:

Relationship with the Board

1. to serve as the executive officer for the Board and be charged with the responsibility for implementing the policies of the Board. He/She shall work with the Board President in planning the agenda for each meeting, shall attend all meetings, participate in all regular and special meetings of the Board and executive meetings of the Board at the Board's request, and attend meetings of BOCES;
2. to develop a harmonious and close working relationship with the Board. He/She shall treat all Board members impartially and alike, refraining from criticism of individual or group members of the Board. He/She shall go to the Board when serious differences of opinion arise in an earnest effort to resolve such differences immediately;
3. to serve as a resource person and advisor to the Board. He/She shall keep the Board informed on issues, needs, and operation of the school system. He/She shall offer advice to the Board, based on thorough study and analysis, on items requiring Board action;
4. to provide a continuous appraisal of all school policies originating with the Board. He/She shall advise the Board on the need for new and/or revised policies and suggest draft policies to satisfy those needs. He/She shall conduct a program of public and employee relations which will interpret Board policies, school activities, successes and needs of the school;
5. to interpret new legislation, law and regulations to the Board;

Educational Direction and Leadership

6. to develop administrative principles and procedures for implementing Board policy. He/She shall ensure the enforcement of all provisions of law, rules and regulations, and Board policy relating to the management of the schools and other educational, social and recreational activities. He/She shall interpret for the staff all Board policies and applicable laws, rules and regulations;
7. to understand and keep informed on all aspects of the instructional program at all levels. He/She shall have responsibility for the supervision of instruction and shall bring to the school, in a leadership capacity, the best in educational thought and practice;
8. to recommend to the Board for its adoption all courses of study;

Curriculum

9. to coordinate the school curriculum. He/She shall, on a continuing basis, review and revise the school curriculum, retrain staff to implement such changes in the curriculum, evaluate the effectiveness of the total school program, keep the Board informed of all changes in curriculum, and provide oral and written reports (when requested) on staff and program evaluation;
10. to meet with teachers and salespersons on the selection of new instructional materials;
11. to evaluate the school district testing program with the Elementary School Principal and Guidance Director and evaluate teacher-made tests;
12. to develop and initiate new courses of study;
13. to provide adequate library resources for curriculum implementation

Students

14. to create a positive environment for learning through the development of fair and necessary rules and in impartial enforcement thereof. He/She shall be responsible for the discipline of secondary students, consult with the Elementary School Principal on severe discipline problems in the elementary school, inform the Board of critical discipline problems, and meet with parents or guardians of severe discipline cases;
15. to supervise the development of a sound guidance program by the guidance director;
16. to develop a promotional and marking policy with periodic parental reports;
17. to notify senior parents at the end of each quarter of possible failure to meet graduation requirements;

Extracurricular Activities

18. to provide a well-rounded program of extracurricular activities;
19. to coordinate elementary and secondary assembly programs;
20. to coordinate and supervise club and homeroom activities, and to approve projects of those clubs or activities;
21. to evaluate the school award system;

Personnel

22. to develop and implement sound personnel practices, consistent with law, board policy and collective bargaining agreements, including recruitment, hiring, assignment, supervision, evaluation, promotion, and discipline of all personnel. He/She shall develop procedures for the selection of staff

- members. He/She shall establish standards for teacher selection, and shall provide a framework for continuing in-service training of all professional staff members;
23. to recruit qualified professional, civil service, and non-certified personnel;
 24. to nominate employees for appointment, promotion, transfer or dismissal in accordance with the policies of the board and the procedures outlined by the law. He/She shall make recommendations to the Board regarding salary and tenure of all employees. He/She may temporarily suspend any employee for cause and shall promptly report such suspension to the members of the Board. Unless otherwise determined by the Board, he/she is authorized to reemploy all employees upon the adoption by the Board of the budget for the following year;
 25. to supervise and evaluate all staff members. He/She shall consult with the Elementary School Principal on the supervision, evaluation and assignment of elementary teachers. He/She shall consult with the Transportation and Maintenance Supervisor on the supervision and evaluation of employees under his/her supervision. He/She shall work for good morale and be impartial, firm and fair in dealing with staff;
 26. to encourage in-service education and the professional growth of staff through conferences, workshops, group discussions, committee/individual studies and use of consultants;
 27. to advise the Board, in conjunction with the Board-designated negotiator(s), in all collective bargaining matters;
 28. to develop with the staff a philosophy of education and desirable attitudes towards the instructional program. He/She shall encourage the development of new teaching methods, the use of new educational media, materials and experimentations, confer with individual teachers, provide adequate orientation for new teachers and conduct general faculty meetings and meetings of the secondary education faculty;
 29. to supervise the secondary education student teaching program. He/She shall arrange for substitute teachers for grades 9-12, assign study hall and chaperon duties and develop a master teaching schedule;
 30. to resolve staff-parent and staff-student conflicts;
 31. to develop and encourage the use of a professional library;
 32. to revise the Teacher Handbook periodically, meet with staff as a group and individually to interpret school policies and prepare faculty notices;

Financial Management

33. to prepare and present to the Board a preliminary annual budget in accordance with a schedule established with the Board. He/She is responsible for ensuring that the budget, as adopted by the Board and approved at the annual meeting, is properly administered and interpreted to the community;

34. to establish efficient procedures to maximize income, safeguard investments and provide effective controls for all expenditures of school funds in accordance with the adopted budget. He/She shall ensure that all necessary bookkeeping and accounting records are maintained by the district;
35. to supervise the application of approved accounting principles and procedures;
36. to act as a resource manager to the cafeteria and transportation and maintenance supervisor in the areas of purchasing, accounting, inventory control and reporting. He/She shall develop and administer a program for effective procurement, inventory, storage and distribution of supplies and equipment. He/She shall meet with teachers concerning requisitions;
37. to supervise the preparation of the Tax Roll and Tax Reports;
38. to implement the Textbook Aid procedures and reports;

Facilities Management

39. to supervise operations, maintenance, alterations and repair to buildings and grounds, insisting on competent and efficient performance;
40. to evaluate plant needs and recommend to the Board improvements, alterations and changes in the buildings and equipment of the district;

Community Relations

41. to supervise the public relations activities of the district. He/She shall keep the public informed about the policies, practices, and problems in the district's schools, and provide leadership in changing attitudes and practices for the future. He/She shall develop friendly and cooperative relationships with the news media;
42. to establish and maintain an effective working relationship with all segments of the community: parent-teacher organizations, local and state government, other school systems, institutions, agencies, civic organizations, and the general public. He/She shall solicit and give attention to problems and opinions of all groups and individuals;

Personal Qualities and Growth

42. to demonstrate outstanding qualities of leadership with ability to delegate authority and responsibility effectively and to hold subordinates accountable;
44. to exhibit good judgment, common sense and perception;
45. to exhibit the ability to face controversy, remain true to convictions and to live with a high-pressure job;
46. to speak well before large and small groups, expressing ideas in a logical and forthright manner;

47. to maintain professional development by reading and course work, attending conferences, working on professional committees, visiting other districts, and meeting with other superintendents;

Management Functions

48. to coordinate and manage the district so that the school organization operates smoothly and efficiently. He/She must be able to coordinate the processes essential to achieving a smooth operation in all areas of the school district organization:
- Planning: determining needs, objectives and goals;
 - Organization: assigning roles, responsibilities and establishing lines of communication;
 - Control: ensuring that progress is being made toward priorities, disciplining, making necessary staff reallocations and changes and evaluations;
 - Decision-making: data-collecting, analyzing data and choosing appropriately from a variety of decision-making techniques;
 - Problem-solving: sensitivity to problems, formulating problem statements, and using a variety of problem solving techniques;
 - Communication: giving and receiving information effectively both orally and in writing, facilitating the exchange of information, views and opinions;
49. to receive, complete or channel for completion and return, state and District Superintendent (D.S.) reports; various college, private and Education Department surveys;
50. to supervise the development, submission and evaluation of all federal projects;
51. to supervise the development, submission and evaluation of all students with disabilities programs and additional apportionment programs;
52. to meet monthly with the District Superintendent;
53. to supervise and schedule community use of school building and facilities; and
54. to perform such other duties as the Board may determine;

Ref: Education Law §§1604(8); 1711; 1804

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