

Policy CBA: Qualifications and Duties of Superintendent (Job Description)

Status: ADOPTED

Original Adopted Date: 03/14/1988 | Last Revised Date: 03/19/2018 | Last Reviewed Date: 03/19/2018

Qualifications/Powers and Responsibilities of Superintendent
(Job Description)

TITLE: Superintendent of Schools

QUALIFICATIONS:

1. Master's degree or higher with a major in educational administration
2. Valid Colorado administrator license
3. Other qualifications and/or experience as the Board may set
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Board of Education

SUPERVISES: Directly or indirectly all employees of the district

JOB GOAL: To provide leadership in developing and maintaining the best possible educational programs and services.

PERFORMANCE RESPONSIBILITIES:

The superintendent of schools shall be responsible for the general management of the schools of the district under the requirements of the state and the policies of the Board. The superintendent shall be responsible for guiding the development of the educational objectives and programs of the school district to fulfill the educational needs of all students. The superintendent shall provide overall direction to the activities of the school district and its personnel toward the accomplishment of district goals, administer the policies of the Board, conserve the school district's assets and resources, and maintain and enhance the school district's standing in all its internal and external relationships.

The management responsibilities of the superintendent shall extend to all activities of the district, to all phases of the educational program and to all parts of the physical plant.

1. Operations. The superintendent shall:

- a. Manage the work of all personnel in planning and program development and direct the activities of the school district. The superintendent may delegate these responsibilities together with appropriate authority, but may not delegate nor relinquish ultimate responsibility for results of any portion of the accountability.
- b. Manage the development of long- and short-range educational objectives for the improvement and growth of the school district and of educational activities in the school district.
- c. Manage the development of the overall educational process and administrative procedures and controls necessary to the implementation of educational programs for the achievement of the educational objectives of the school district, including the district's academic standards.
- d. Manage the regular and systematic evaluation, analysis and appraisal of the achievements of students and the performance of personnel in each of the educational programs or activities against stated objectives of the school district.
- e. Report to the Board the progress and status of the programs and activities of the school district.
- f. Inform the Board on all matters of major importance or significance to the activities, programs and progress of the school district.

2. Organization. The superintendent shall:

- a. Establish and maintain an administrative organization which provides for the effective management of all the essential functions of the school district.
- b. Recommend proposed revisions to the organization of the management structure including the establishment or elimination or a revision of administrative positions.

3. Personnel. The superintendent shall:

- a. Develop and recommend policies and programs for personnel recruitment, selection and employment; employee relations; employee benefits and services; employee safety; personnel evaluation, and salary administration for the school district.
- b. Ensure the maintenance of an adequate staff of properly trained administrative and supervisory personnel throughout the school district.
- c. Recommend to the Board the selection, employment, assignment, transfer and suspension of all personnel.
- d. Supervise assigned personnel and conduct periodic evaluations and appraisals of their performance.
- e. Recommend salary increases and salary adjustments for all personnel.
- f. Develop and recommend to the Board job classifications for all new positions.

4. Finances. The superintendent shall:

- a. Direct the development of the annual budget of the school district.
- b. Review and recommend programs and supporting data for funds to be included in the annual budget of the school district.
- c. Provide for the overall management of the school district's financial activities and take appropriate action to ensure that expenses are kept within the approved budgetary limits of the school district.
- d. Assist principals and directors in maintaining economy and efficiency in the operation of their administrative units.
- e. Maintain an active contact and familiarization with all local, state, federal and philanthropic programs which provide or could provide financial assistance to the district.

5. Relationships. The superintendent shall:

- a. Act as executive officer for the Board.
- b. Act as professional adviser to the Board.
- c. Attend meetings of the Board with the right to comment on all issues.
- d. Prepare the agenda for all educational matters for all meetings of the Board and deliver the agenda with pertinent information on each item well in advance of the meeting.
- e. Participate in the affairs of local, state and national professional organizations.
- f. Serve as a representative of the school system and the community at meetings on the local, state and national level.
- g. Maintain a cooperative working relationship between the schools and the community and community agencies.
- h. Establish and maintain such other relationships within and outside the school district as required to carry out his or her responsibility.

TERMS OF EMPLOYMENT: Refer to Policy CBD-E, Superintendent's Contract. Notification of nonrenewal shall be made as early in a contract year as possible but not later than March 31. Salary, fringe benefits and expense allowance to be set by the Board prior to June 30 of each year.

EVALUATION: Written evaluation by the Board of Education on a yearly basis. If services are deemed unsatisfactory by a majority of the Board, superintendent will be notified in writing of the unsatisfactory conditions and given sufficient opportunity to improve.

Adopted: March 14, 1988

Revised: March 19, 2018

Revised to conform with practice: date of manual adoption

LEGAL REF.: C.R.S. [22-9-106](#) (4) (qualifications to evaluate personnel)

Policy CBB: Recruitment of Superintendent

Status: ADOPTED

Original Adopted Date: 10/21/2001 | Last Revised Date: 09/13/2021 | Last Reviewed Date: 09/13/2021

Recruitment of Superintendent

The appointment of a superintendent is a function of the Board. The Board will take steps to find the person it believes can most effectively translate into action the policies of the Board and the aspirations of the community and the professional staff.

The Board may seek the advice and counsel of interested individuals or of an advisory committee, or it may employ a consultant to assist in the selection. It may also, at its discretion, determine that an external search is not necessary due to a qualified internal candidate. Final selection rests with the Board after a thorough consideration of qualified applicants.

A vote of the majority of Board members present at a Board meeting for which due notice has been given of the intended action is required for the appointment of the superintendent.

Search process

When the Board conducts a search for the position, the writing or revising of the job description, requirements for applicants, selection procedures, and applicable deadlines must be at a public meeting.

Records submitted to the district by an applicant for a superintendent position must remain confidential until the applicant becomes a finalist for the position. Demographic data, meaning information on an applicant's race and gender that has been legally requested and voluntarily provided on the applicant's application and does not include the applicant's name or other information, of an applicant who was interviewed by the Board but not named as a finalist will be available for public inspection upon request.

A list of the finalist(s) being considered for the position must be made public by the Board at least 14 days prior to appointing a finalist to fill the position. No offer of appointment may be made prior to this public notice.

When an applicant becomes a finalist, all records submitted by the applicant will be available for public inspection except that letters of reference or medical, psychological, and sociological data must remain confidential.

Adopted: October 21, 2001

Revised: October, 2026

LEGAL REFS.: C.R.S. 22-32-110 (1)(g) (*power to employ a CEO*)
C.R.S. 22-44-115 (4) (*administrative contracts*)
C.R.S. 24-6-402 (2)(d)(IV) (*outcome of a secret ballot vote must be recorded contemporaneously in the minutes*)
C.R.S. 24-6-402 (3.5) (*search committee duties*)
C.R.S. 24-72-204 (3)(a)(XI)(A) (*inspection of public records*)
C.R.S. 24-72-204 (3)(a)(XI)(D) (*inspection of non-finalist applicant demographic data*)

Policy CBC: Superintendent's Contract

Status: ADOPTED

Original Adopted Date: 07/16/1990 | Last Revised Date: 09/17/1990 | Last Reviewed Date: 03/19/2018

Superintendent Contract

The superintendency is becoming more demanding as the superintendent's responsibilities become more complex. The Board realizes that it is therefore increasingly important to attract able persons to the superintendency by making the regards of the position commensurate with its challenges. The Board further realizes that it is increasingly important to free the superintendent from the pressures of groups in the community by insuring his security from the threat of sudden and unjustified dismissal.

The Board, upon the selection of a candidate or upon reappointment of the incumbent superintendent, shall endeavor to secure the dignity of position and the freedom of leadership appropriate to the responsibilities of the superintendent through an explicit contractual agreement. Such contract shall meet the requirements of state law, should be reviewed by the District's attorney, and shall protect the rights of both the Board and the superintendent.

Adopted: July 16, 1990

Revised: September 17, 1990

LEGAL REFS.:

Constitution of Colorado, Article X, Section 20 (4)(b)

C.R.S. 22-9-109 (*specific portions of superintendent's evaluation open to public inspection*)

C.R.S. 22-32-110(1)(g) (*power to employ a CEO*)

C.R.S. 22-44-115(4) (*administrative contracts*)

C.R.S. 22-63-202 (2) (*inspection of public records*)

CROSS REF.: GCOE*, Evaluation of Evaluators

PLATTE VALLEY SCHOOL DISTRICT RE-7, KERSEY, COLORADO

Policy CBF: Superintendent's Conduct

Status: ADOPTED

Original Adopted Date: 07/16/1990 | Last Revised Date: 02/10/2020 | Last Reviewed Date: 02/10/2020

Superintendent's Conduct

The superintendent shall observe rules of conduct established in law which specify that a school district employee shall not:

1. Disclose or use confidential information acquired in the course of employment to further substantially the superintendent's personal financial interests.
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position to depart from the faithful and impartial discharge of the superintendent's duties or which the superintendent knows or should know is primarily for the purpose of a reward for action taken.
3. Engage in a substantial financial transaction for private business purposes with a person whom the superintendent supervises.
4. Perform an action which directly and substantially confers an economic benefit tantamount to a gift of substantial value on a business or other undertaking in which the superintendent has a substantial financial interest or is engaged as a counsel, consultant, representative or agent.

It shall not be considered a breach of conduct for the superintendent to:

1. Use school facilities and equipment to communicate or correspond with constituents, family members or business associates on an occasional basis.
2. Accept or receive a benefit as an indirect consequence of transacting school district business.

Adopted: July 16, 1990
Revised: September 23, 2013
February 10, 2020

LEGAL REFS.: C.R.S. 18-8-308(*disclosure of pecuniary conflicts of interest*)
C.R.S. 22-32-110 (1)(K) (*power to adopt conduct rules*)
C.R.S. 24-18-104 (*government employee rules of conduct*)
C.R.S. 24-18-109 (*local government employee rules of conduct*)

PLATTE VALLEY SCHOOL DISTRICT RE-7, KERSEY, COLORADO

Policy CBGA: Public Inspection of Superintendent's Evaluation

Status: ADOPTED

Original Adopted Date: 08/01/1989 | Last Reviewed Date: 03/19/2018

Public Inspection of Superintendent's Evaluation

Those portions of the superintendent's written evaluation relating to his performance in fulfilling adopted district objectives, fiscal management of the district, district planning responsibilities and supervision and evaluation of district personnel shall be available for inspection by the public during regular office hours.

Current practice codified 1989

Adopted: date of manual adoption

LEGAL REF.: C.R.S. 22-9-109

PLATTE VALLEY SCHOOL DISTRICT WELD RE-7, KERSEY, COLORADO

Policy CBI: Evaluation of Superintendent

Status: ADOPTED

Original Adopted Date: 12/09/2002 | **Last Revised Date:** 01/19/2016 | **Last Reviewed Date:** 03/19/2018

Evaluation of Superintendent

The Board shall institute and maintain a comprehensive program for the evaluation of the superintendent on a regular basis that is agreed upon by the Board and the superintendent.

Through evaluation of the superintendent, the Board shall strive to accomplish the following:

1. Clarify the superintendent's role in the school system as seen by the Board by defining objectives that will contribute to achievement of district-wide goals.
2. Clarify for all Board members the role of the superintendent in view of the job description and the immediate priority among responsibilities as agreed upon by the Board and the superintendent.
3. Develop positive communication and harmonious working relationships between the Board and superintendent.
4. Provide administrative leadership of excellence for the school system including implementation of education programs for the achievement of the educational objectives of the school district, including the district's academic standards.
5. Measure the superintendent's professional growth and development and level of performance.

Those portions of the superintendent's written evaluation relating to the performance in fulfilling adopted district objectives, fiscal management of the district, district planning responsibilities and supervision and evaluation of district personnel shall be available for inspection by the public during regular office hours.

Nothing in this policy shall be construed to imply in any manner the establishment of any personal rights not explicitly established by law, or contract. Further, nothing in this policy or the accompanying regulation shall be construed to be a prerequisite to or a condition of suspension, dismissal or termination. All employment decisions remain within the sole and continuing discretion of the Board.

Adopted : December 9, 2002
Revised: June 25, 2012
Revised: January 19, 2016

LEGAL REFS.: C.R.S. 22-9-106 (4)(b) (*local board of education shall have exclusive authority for evaluating the superintendent*)
C.R.S. 22-9-109 (*specific portions of superintendent's evaluation open to public inspection*)

CROSS REFS.: ADA, *School District Educational Objectives*
CBA/CBC, *Qualifications/Powers and Responsibilities of Superintendent*
CBD, *Superintendent's Contract*

PLATTE VALLEY SCHOOL DISTRICT WELD RE-7, KERSEY, COLORADO

Policy CC: Administrative Organization

Status: ADOPTED

Original Adopted Date: 05/21/1990 | Last Reviewed Date: 03/19/2018

Administrative Organization Plan

The legal authority of the Board shall be transmitted through the superintendent along specific paths from person to person as shown in the Board-approved organizational chart of the district.

The line of authority on the chart shall represent direction of authority and responsibility.

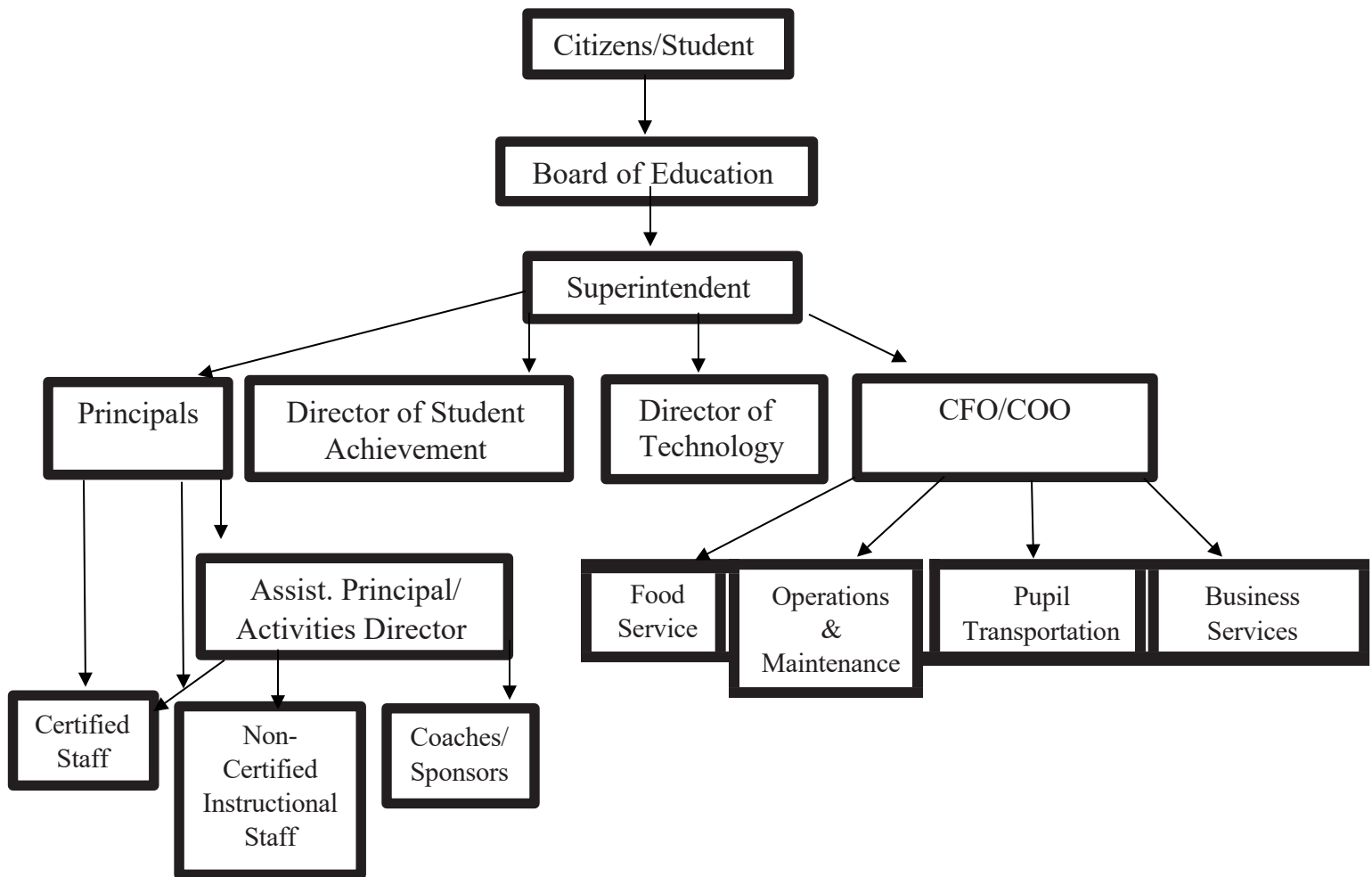
The superintendent shall have freedom to reorganize lines of authority and to revise the organizational chart, subject to Board approval of major changes and/or the elimination and creation of positions. The Board expects the superintendent to keep the administrative structure in line with the needs for supervision and accountability throughout the school system.

Adoption: May 21, 1990

PLATTE VALLEY SCHOOL DISTRICT RE-7, KERSEY, COLORADO

Platte Valley School District, Weld RE-7

Organizational Chart



Adopted: December 9, 2002
Revised: October, 2026

Policy CCB: Line and Staff Relations

Status: ADOPTED

Original Adopted Date: 05/21/1990 | **Last Reviewed Date:** 03/19/2018

Line and Staff Relations

The Board desires the superintendent to establish clear understandings on the part of all personnel of the working relationships in the school system.

Lines of direct authority shall be those approved by the Board and shown on the district organization chart.

Personnel shall be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator shall refer such matters to the next higher administrative authority when necessary. Additionally, all personnel are expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

It is expected that the established lines of authority will serve most purposes. But all personnel shall have the right to appeal any decision affecting their individual employment rights.

Additionally, lines of authority do not restrict in any way the cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility. When the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the programs and operations of the school system.

Adoption: May 21, 1990
Revised: October, 2026

CROSS REFS: KE, Public Concerns and Complaints
KE-R(1) Public Concerns and Complaints – Staff Concerns

PLATTE VALLEY SCHOOL DISTRICT RE-7, KERSEY, COLORADO

Policy CF: School Building Administration

Status: ADOPTED

Original Adopted Date: 10/01/2000 | Last Revised Date: 02/12/2001 | Last Reviewed Date: 03/19/2018

School Building Administration

All building principals shall act as the chief administrative officers of their own buildings and grounds. They shall be responsible for and shall have authority over the actions of the students, professional and support staff members, visitors and persons hired to perform special tasks.

Principals shall also be responsible for achieving the long- and short-range educational objectives of the school district, as those objectives pertain to students and staff in their buildings. As part of the district's standards-based education program, principals shall also be responsible for development and management of a comprehensive standards-based education program in their buildings and shall rigorously monitor and modify the program to ensure that all students meet or exceed district and state content standards or complete the requirements and goals as listed on a student's Individualized Education Plan (IEP), which may include modified academic standards.

In the absence of a building principal, the assistant principal or principal's designee shall assume all authority and duties of the principal while working in conjunction with the superintendent.

Adopted: February 12, 2001

Revised: October, 2026

LEGAL REFS.: C.R.S. 22-32-109 (1)(jj) (*boards to identify areas where principals need professional development*)
C.R.S. 22-32-126 (*employment of principals*)
C.R.S. 22-60.5-301, 306 (*licensure reciprocity for out-of-state applicants*)
C.R.S. 22-63-103 (1.5) (*definition of administrator*)
C.R.S. 22-63-201 (*exception to licensure requirement*)

CROSS REFS: AEA, Standards Based Education
IKE, Ensuring All Students Meet Standards

PLATTE VALLEY SCHOOL DISTRICT WELD RE-7, KERSEY, COLORADO

Policy CH: Policy Implementation

Status: ADOPTED

Original Adopted Date: 06/18/1990 | **Last Reviewed Date:** 03/19/2018

Policy Implementation

The superintendent has responsibility for carrying out, through administrative regulations, the policies established by the Board.

The policies developed by the Board and the administrative regulations developed to implement policy are designed to increase the probability of an effective and efficient school system. Consequently, it is assumed that all Board employees and students will carry them out willingly.

Employees shall be responsible for informing their subordinates of existing policies and regulations and for seeing that they are implemented in the spirit intended. Disregard for Board policy and administrative regulations may be interpreted as insubordination and/or willful neglect of duty.

Adopted: June 18, 1990

CROSS REF: BG, School Board Policy Process
PLATTE VALLEY SCHOOL DISTRICT RE-7, KERSEY, COLORADO

Policy CHA: Development of Regulations

Status: ADOPTED

Original Adopted Date: 06/17/1982 | Last Reviewed Date: 03/19/2018

Development of Regulations

Except as the Board itself develops regulations, it shall delegate to the superintendent the function of developing regulations and procedures under which the district will be operated in accordance with Board policy.

The Board itself shall approve regulations when specific state or federal laws require the Board to do so or when the Board or superintendent considers such approval desirable.

Adopted: June 17, 1982

CROSS REF: BG, School Board Policy Process

Platte Valley School District Re-7, Kersey, Colorado

Policy CHC: Regulations Dissemination

Status: ADOPTED

Original Adopted Date: 06/18/1990 | **Last Reviewed Date:** 03/19/2018

Regulations Dissemination

Districtwide administrative regulations shall be appropriately coded and included as regulations in the Board's policy manual which shall be available at the administrative offices and in each school building.

The superintendent also shall devise other appropriate means for disseminating particular regulations to the staff members, students and/or members of the public who are affected by them.

Adopted: June 18, 1990

CROSS REF: BG, School Board Policy Process

PLATTE VALLEY SCHOOL DISTRICT RE-7, KERSEY, COLORADO

Policy CHCA: Handbooks and Directives

Status: ADOPTED

Original Adopted Date: 01/21/1991 | Last Reviewed Date: 03/19/2018

Handbooks and Directives

In order that pertinent Board policies, district regulations and/or school rules may be known by all staff members and students affected by them, district administrators and principals are granted authority to issue staff and student handbooks as found necessary and desirable.

It is essential that the contents of all handbooks conform with district-wide policies and regulations. It also is important that all handbooks bearing the name of the district or one of its schools be of a quality that reflects credit on the district. Therefore, the Board expects all handbooks to be approved by the Board and/or superintendent prior to publication.

The Board shall review and approve the district-wide personnel handbooks and the student handbooks so that the contents of both may be accorded the status of Board-approved policy and regulation. The superintendent shall use judgment as to whether other specific handbooks need Board approval. However, all handbooks published shall be made available to the Board for informational purposes.

Approved: January 21, 1991

PLATTE VALLEY SCHOOL DISTRICT RE-7, KERSEY, COLORADO

Policy CHD: Administration in Policy Absence

Status: ADOPTED

Original Adopted Date: 05/17/1982 | Last Reviewed Date: 03/19/2018

Administration in Policy Absence

In cases when action must be taken and the Board has provided no guides in policy for such action, the superintendent shall have the power to act.

The superintendent's decisions, however, shall be subject to review by the Board at its next regular meeting. It shall be the duty of the superintendent to inform the Board promptly of such action and of the need for policy.

Adopted: May 17, 1982

REVISED: October, 2026

Platte Valley School District Re-7, Kersey, Colorado
