

## SUMMARY

### DUTIES OF THE SCHOOL BOARD AND THE SUPERINTENDENT

#### SCHOOL BOARD

#### SUPERINTENDENT

#### ADMINISTRATION

The board hires a superintendent and then delegates responsibility for all administrative functions, except those specifically reserved through board policy for the board chairperson.

The Superintendent is the board's chief executive officer and is responsible for managing the district's day to day operations.

#### POLICYMAKING

The board establishes policy for the Governance of the school system.

The superintendent presents policy options and makes specific recommendations to the board for new policies or revisions of existing policies.

#### HIRING AND EVALUATION PERSONNEL

The board hires all personnel taking into consideration the recommendation of the superintendent, and reviews and acts upon recommendation for personnel action.

The superintendent recommends personnel to be hired, is responsible for performance evaluation, and makes recommendations for renewal or non-renewal to the board.

## PROGRAM EVALUATING PERSONNEL

The board approved courses to be offered and required periodic reports on the status of the educational program offered by the district, making revisions in policy as needed.

The superintendent serves as the school system's educational leader and submits to the board reports on the curriculum, keeping the board informed about school programs.

## BUDGET

The board indicates the district's priorities to the superintendent through identified goals, reviews the budget submitted by the superintendent, makes necessary revisions, and adopts the budget.

The superintendent prepares a budget, recommends the budget to the board, makes revisions as requested by the board, and administers the budget adopted by the board.

## FACILITIES PLANNING

The board plans for facilities after considering the recommendations of the superintendent and delegates supervision of the building project to the superintendent.

The superintendent interprets the needs of the school system to the board and administers building projects

## COMMUNITY RELATIONS

The board adopts and adequate program of school community relations and remains responsive to the community.

The superintendent recommends a program of school community relations and keeps the community informed about board policies, programs, and district procedures.