



Department of Leadership Development

Mingus UHSD Superintendent - Operational Responsibility/Authority

Intended for: Boards seeking to define Superintendent's responsibility and authority.

Objective: To allow a group of decision-makers to determine roles and/or responsibilities for the CEO/Superintendent and the Board on a continuum offering the Superintendent **complete authority** to **advisory**.

Select degree of authority you think the Superintendent may exercise for each of these decisions.

Complete Authority (1)	Authority but must inform Board (2)	Authority but Board action required (3)	Advisory Board makes decision (4)			
Superintendent can ...						
1.0	PLANNING:	1	2	3	4	Comments
1.1.	Set district calendar			X		
1.2.	Approve district vision, mission and goals				X	
1.3.1	Set District annual Monitoring Report data targets			X		
1.3.2	Set school annual Continuous Improvement Plan targets		X			
1.3.3	Set formal AZ School Improvement Plan goals		X			
1.4.1	Approve school site locations and configurations				X	NA
1.4.2	Approve site and floor plans		X			NA
1.5	Develop enrollment projections		X			
1.6.1	Formulate Board Regulations or Exhibits to implement Board Policy		X			
1.6.2	Formulate administrative procedures and regulations to implement Board Policy		X			
1.7	Initiate a 12-month or 200 day school year				X	
1.8	Set priorities for District programs				X	

Complete Authority (1)	Authority but must inform Board (2)	Authority but Board action required (3)	Advisory Board makes decision (4)
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Superintendent can ...					
1.9	Adopt Board Policy			X	
1.10	Implement programs according to Board priorities	X			
2.0	PERSONNEL:	1	2	3	4
2.1	Employ a principal or administrator with selection process			X	
2.2	Employ a teacher			X	
2.3	Transfer teacher to a different assignment	X			
2.4	Add a new additional administrator at the central office level			X	
2.5	Demote a district administrator without a compensation change		X		
2.5	Demote a district administrator in position and compensation within contract stipulations		X		
2.6	Transfer a principal		X		NA
2.7	Reprimand a principal or administrator and annotation official personnel file	X			
2.8	Suspend with pay up to 10 days a principal or administrator for an ethics violation		X		
2.9	Evaluate a teacher	X			
2.10	Exchange teaching assignments between two teachers at two schools without their consent	X			NA
2.11. 1	Grant a leave of absence without pay to a teacher for FMLA	X			
2.11. 2	Grant a long-term-leave of absence without pay to a teacher			X	
2.12	Send a teacher to an out-of-state conference			X	
2.13	Retain a consultant for in-service training	X			
2.14	Evaluate a principal or administrator	X			

Complete Authority (1)	Authority but must inform Board (2)	Authority but Board action required (3)	Advisory Board makes decision (4)
Superintendent can ...			
2.15.1	Determine type of administrative positions within the current staffing budget	X	
2.15.2	Determine type and number of new administrative positions		X
2.16	Make minor adjustments to wages within Board approved ranges	X	
2.17	Assign duties to employees as needed to effectuate efficiencies	X	
3.0	SUPPORT SERVICES:	1	2 3 4
3.1.1	Set work standard for grounds crew	X	
3.1.2	Set work standard for maintenance	X	
3.1.3	Set work standard for custodians	X	
3.2.1	Determine how facilities can be used by outside groups		X
3.2.2	Manage facility use by outside groups	X	
3.3	Authorize landscaping changes to an existing school	X	
3.4	Redecorate and refurbish Superintendent's office	X	
3.5.1	Determine the security system for schools	X	
3.5.2	Report security system activations		X
3.6	Initiate/change a student fee schedule for extra-curricular activities		X
3.7	Change a bus route	X	
3.8	Change menu offerings	X	
4.0	CURRICULUM AND INSTRUCTION:	1	2 3 4
4.1.1	Authorize a new program in the District's adopted curriculum		X
4.1.2	Authorize a new 'supplemental' program in the school's curriculum	X	

Complete Authority (1)	Authority but must inform Board (2)	Authority but Board action required (3)	Advisory Board makes decision (4)
Superintendent can ...			
4.2	Initiate a new Family Life Education Program		X
4.3	Suspend publication of a student newspaper once given access	X	NA
4.4	Discontinue an inter-scholastic sport	X	
4.5.1	Change a District/State testing program	X	
4.5.2	Change a District/school testing program	X	
4.6	Discontinue District student dress code		X
4.7.1	Set promotion academic standards		X
4.7.2	Set promotion ceremony standards	X	
4.8	Abandon report cards in favor of parent conferences		X
5.0	BUDGET AND FINANCE:	1 2 3 4	Comments
5.1	Accept a major grant to the school from a private organization		X
5.2	Change a budgeting/accounting system		X
5.3	Authorize principal to exceed school budget with funds from District reserves	X	
5.4	Decide how the money is to be allocated within various budget fund categories	X	
5.5.1	Transfer funds from one major account series to another	X	
5.5.2	Transfer funds within account fund series	X	
5.6	Make financial projections	X	
5.7.1	Set priorities for the annual budget	X	
5.7.2	Develop the annual budget	X	

Complete Authority (1)	Authority but must inform Board (2)	Authority but Board action required (3)	Advisory Board makes decision (4)
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Superintendent can ...					
5.8	Approve the annual budget			X	
6.0	COMMUNITY RELATIONS:	1	2	3	4
					Comments
6.1	Grant the demand of a student's parents to have the student transferred to another class within the school	X			
6.2	Approve 'sponsorship' of an essay contest on "Citizenship"	X			
6.4	Set up an Advisory Committee to review district budget or other topic	X			
6.5	Establish a Board Committee on the budget or other topic			X	
6.6	Meet with local 'service' groups	X			
6.7	Hold 'community meetings' on 'hot' or other topics		X		
6.8	Spokesperson to the media		X		Unless about the Superintendent
6.9	News releases for factual information		X		
6.10	News releases to promote activities in the District	X			