

BOARD OF EDUCATION POLICY

Code: 224	Title: QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT	Adopted: 12/11/1984	Revised: 12/13/2005; 1/8/2013 07/21/2015 11/14/2017	Reviewed: 1/1991; 1/2/2013
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Qualifications

The Superintendent of Schools shall have earned a graduate Degree from an approved institution, with a major in educational administration and supervision. The individual must also hold the Wisconsin Department of Public Instruction certification.

The Superintendent shall have had at least three (3) years in teaching.

Appointment

The Board of Education shall appoint the Superintendent of Schools for a term of not more than two years. If at any time, in the opinion of the majority of the Board, his or her services are unsatisfactory, the Superintendent shall be notified in writing and given an opportunity to correct the conditions. If the conditions are not corrected, he or she shall be given notice in writing that his/her contract will be terminated according to State law.

Resignation

A written notice of resignation shall be filed with the Clerk of the Board at least sixty days prior to the effective date of the resignation.

Duties

1. The Superintendent of Schools shall serve as the executive officer of the Board of Education and shall be charged with the responsibility for implementing the policies of the Board. He/she shall prepare an agenda for the meetings, attend all meetings except when his/her contract is being considered, and participate in all deliberations of the Board when such deliberations do not involve his or her employment, however, at no time shall the Superintendent have a vote.
2. The Superintendent shall administer the schools in conformity with the adopted policies of the Board and the rules and regulations of the Wisconsin Department of Public Instruction and in accordance with the State law.
3. The Superintendent shall develop administrative rules and procedures for implementing Board policies.
4. The Superintendent, with the staff, shall provide a continuous appraisal of all policies originating with the Board of Education. Feedback shall be provided to the Board of Education by the Superintendent.
5. The Superintendent shall recommend employees for appointment, demotion, transfer, or dismissal in accordance with the policies of the Board. He/she shall assign instructional and non-instructional personnel.
6. The Superintendent shall be encouraged to attend professional and educational meetings, and state and national conferences for the purpose of keeping informed regarding successful progress being made in schools in other areas.

7. The Superintendent shall prepare and submit to the Board for approval, the several courses of study to be offered in the schools of the District.
8. The Superintendent shall select and recommend for adoption all textbooks and supplementary instructional materials. In the preparation of such course of study and in the selection of such textbooks he/she shall have the cooperation of other administrators and of such special committees of teachers.
9. The Superintendent shall submit to the Board of Education, at least ten days before the end of the fiscal year, an estimate of expenditures and receipts of the ensuing year. This requirement may be adjusted by the State's adoption of a budget. This budget and estimated tax levy is to be approved by the voters at the annual meeting.
10. The Superintendent or designee shall interview all applicants for teaching; evaluate the qualifications of the applicants; confer with principals; determine the type of contract for which applicants are eligible; determine the eligibility of applicants for certification; and recommend qualified teachers to the Board of Education. This provision may be waived by a majority vote of the Board of Education.
11. The Superintendent shall develop and supervise a program of continuous curriculum improvement for all levels of instruction.
12. The Superintendent shall, through committee, direct the in-service training of teachers and principals through conferences, extension classes, workshops, group discussions, committee studies, and use of consultants.
13. The Superintendent shall act as Chief Financial Officer with assistance from the District Financing Director. He/she shall maintain an accounting procedure adequate to record in detail all transactions affecting the acquisition, custodianship, and disposition of moneys and credit, including cash receipts and disbursements.
14. The Superintendent shall submit at the regular meeting of the Board, a printout showing the status of each appropriations item. He/she should submit such other statements as may from time to time be deemed advisable to show the financial condition of the District, as directed by the Board Finance Committee.AA
15. The Superintendent shall assume responsibility for insurance programs, methods of handling money in individual schools, telephone service, student transportation and cafeterias.
16. The Superintendent shall prepare a plan for the use, maintenance, and long-term plan for facilities.
17. The Superintendent shall have general supervision of all the repairs to buildings authorized by the Board, and of the maintenance of the land and buildings of the District.
18. The Superintendent shall share the responsibility for the construction and alteration of buildings in accordance with the plans and specifications approved by the Board.
19. The Superintendent shall take an active interest in the local, state and national professional organizations to promote professional improvement and render greater service.
20. The Superintendent shall have responsibility for the following, but may delegate these duties when appropriate:

- a. Purchase all supplies and materials within the budget approved by the Board, and shall store and distribute the same.
- b. Establish a program of orientation and inservice education for all non-instructional personnel.
- c. Approve applications from outside agencies for the use of school property, supervise or delegate supervision of school property and collect rentals in accordance with the established policy of the Board of Education.
- d. Attendance officer.
- e. Develop written job descriptions for all job classifications and review them to the Board; all revisions shall be noted to the Board.
- f. Serve in the capacity of Community Education Director.
- g. Serve in the capacity of Director of Technology.
- h. Be responsible for the district newsletter and District public relations efforts.