

~~2015~~ 302- Superintendent--Functions

The areas which shall demand his/her attention include (1) curriculum and instruction, (2) students and parents, (3) human resources, (4) business services, and (5) community relations. The functions of the Superintendent shall include:

1. Develop and present to the School Board all policies necessary for the proper operation of the School District.
2. Direct the selection process and make recommendations for hiring all employees, including the administrative staff, instructional staff, and non-teaching employees. Vacant or newly created administrative staff positions will be filled only upon recommendation of the Superintendent and approval by the School Board. Assistant Superintendent and Director positions shall report directly to the Superintendent.
3. Direct the preparation and presentation of a realistic budget for the fiscal year based upon expected revenues.
4. Direct the development of adequate school housing and equipment for the educational program with the assistance of the School Board and the staff.
5. Keep the School Board informed of the needs and accomplishments of all phases of the school program so that it can act intelligently in the adoption of school policies and in the consideration of her/his recommendations.
6. Review all communications from the School Board to the members of the staff.
7. Review all communications from the staff to the School Board, except when an employee appeals to the School Board from a decision of the Superintendent.
8. Develop educational leadership on the part of the staff members and provide educational leadership to the staff.
9. Promote improvements in school physical plant and instructional program.
10. Provide leadership in the planning of curriculum development so that it reflects the philosophy of the School District and so that each part fits into the whole educational program.
11. Establish an effective program of in-service training for the instructional and non-instructional staff members.
12. Develop and maintain an organizational structure or pattern of working relationships of administrators within the schools.
13. Maintain liaison with local and state branches of government and planning agencies.
14. Promote good public relations with service organizations, civic and cultural agencies and educational institutions within the community and the state.

15. Direct the development and implementation of an on-going system for the evaluation of teacher performance. Provide the School Board with recommendations with regard to teacher promotions, transfers, or dismissals based upon these evaluations.
16. Direct development and maintenance of a ten-year forecast of School District needs and operations including physical plant, enrollments, and financing.
17. Inform the School Board, through specific proposals, of opportunities to participate in federal or state funded programs and direct filing of applications upon approval of the School Board.
18. Inform and provide copies to all School Board members of all: legal suits filed by or against the School District; attorney correspondences to and from the School District; offers to purchase or distribute school property; petitions and correspondences received by the School District; and information requests and Data Practice Act requests received by the School District.
19. Responsibility for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
20. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
21. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

Reference: ~~MSA 123.34~~ Minn. Statue 123B.143

Adopted: 6-9-70 ISD 709

Revised: 6-20-95

01-17-2017