

2015 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 inservice 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 ongoing 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.

Reference: MSA 123.34

Adopted: 06-09-1970 ISD 709

Revised: 06-20-1995 ISD 709