
QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT

The Board requires the Superintendent to be a strong educational leader who has the following professional experience and training:

- A current Oregon administrative license **with an authorization for all levels**, superintendent's endorsement or a transitional superintendent license;
- A master's or doctorate degree in the field of education, preferably in educational administration;
- Successful teaching experience at the elementary or secondary school level;
- Service as a superintendent (or administrative experience in the central administration of a school system).

In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets transitional administrator or exceptional administrator licensure requirements. The Board may, jointly with the individual, submit an application for such license for Teacher Standards and Practices Commission approval pursuant to OAR 584-080-0151 and 584-080-0161.

- ~~1. The District Superintendent is assigned by the Board and shall be qualified in accordance with state statutes. The Board may enter into a contract with the Superintendent for a period of time up to three consecutive years.~~
- ~~2. The Superintendent shall be the executive and administrative officer of the Board and the representative of the state educational authorities. The Superintendent shall have full power and responsibility for the proper conduct of the business and educational program of the Three Rivers School District, and is responsible for executing the will of the Board as expressed in these policies and by motions, resolutions or agreements approved by the Board in regularly scheduled meetings.~~
- ~~3. Duties:
 - ~~a. Performs the duties of District Clerk as prescribed by law.~~
 - ~~b. Assures compliance with all state and federal laws and regulations.~~
 - ~~c. Initiates and guides the development of policies for Board consideration and develops such administrative regulations and procedures for district employees and students, as may be necessary, to implement effectively Board policy and to assure the efficient operation of the district.~~
 - ~~d. Supervises, either directly or through delegation, all activities of the school district according to the policies of the Board. Acts on own discretion if action is necessary in any matter not covered by policy, reports such action to the Board as soon as practicable, and recommends policy in order to provide guidance in the future.~~
 - ~~e. Directs the process of fiscal planning and budgetary development and interpretation. Establishes and monitors efficient procedures and effective controls for all expenditure of school funds.~~~~

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- ~~f. Advises the Board and makes recommendations regarding need for additional school facilities; improvements, alterations or changes to existing sites or facilities; or the vacation and abandonment of existing sites or facilities.~~
- ~~g. Recommends the establishment or alteration of attendance boundaries for all schools, and approves the special transfer of students from one attendance area to another when circumstances warrant such action.~~
- ~~h. Represents the district in its dealings with other school systems, institutions and agencies, community organizations, and the general public.~~
- ~~i. Makes recommendations to the Board for numbers and types of positions required to provide proper personnel for operation of programs. Fills temporary positions and employs substitutes.~~
- ~~j. Employs or authorizes employment of all personnel; disciplines, demotes or discharges personnel members when appropriate; and makes recommendations to the Board for final action in the hiring, promotion, salary change, demotion or dismissal of any employee.~~
- ~~k. Defines duties and responsibilities, directs and works in collaboration with administrative personnel. Systematically supervises all school personnel.~~
- ~~l. Delegates any powers or duties to other personnel members and seeks their assistance and counsel on matters pertaining to their expertise. Such action does not relieve the Superintendent of final responsibility for any action taken under such delegation.~~
- ~~m. Serves as custodian of all personnel records, pupil accounting records, business records, and other records and reports as required by law.~~
- ~~n. Assures the timely processing and submission of all required reports.~~
- ~~o. Attends Superintendents' conferences and conventions as are necessary to keep abreast of the latest educational trends, and as resources allow.~~
- ~~p. Informs the public about modern educational practices, educational trends, and the policies, practices, problems and successes in the district's schools.~~
- ~~q. Summons personnel of the district to attend such regular and occasional meetings as are necessary to carry out the educational program of the district.~~
- ~~r. Makes recommendations to the Board concerning (1) the development and maintenance of a positive educational program designed to meet the needs of the community, (2) educational policies, (3) course of study, and (4) adoption of instructional methodologies materials.~~
- ~~s. Prepares and submits to the Board an agenda and such necessary and helpful facts, information and reports as are needed, attends all meetings of the Board except when specifically excused, and makes recommendations relative to all matters requiring Board action.~~
- ~~t. Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees and receives from employees all communications to be made to the Board.~~

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- u. Performs such other tasks, not inconsistent with the law, as may from time to time be assigned by the Board.

The superintendent will have the following personal and professional qualities:

1. Success in leadership roles with staff, community and professional peers;
2. Ability to communicate effectively, both orally and in writing;
3. Scholarship, intelligence and excellent ability to plan and organize;
4. Training, experience and success in personnel selection, evaluation and development;
5. Knowledge of curriculum development, implementation and evaluation;
6. Knowledge of business and support service systems which facilitate planning, control and accountability;
7. Experience in administering collective bargaining agreements;
8. Ability to motivate other administrators and significantly involve them in the decision-making process;
9. Strong management skills; and the desire and ability to motivate and innovate, taking advantage of the district's strengths.

General Functions

1. The superintendent is the chief executive officer and, under the direction of the Board, is responsible for control and operation of the school system, and for implementing the decisions and policies of the Board.
2. The superintendent has the authority to formulate and delegate duties and responsibilities to subordinate administrative personnel. The delegation of such duties and responsibilities, however, will not relieve the superintendent of responsibility for the action taken under such delegation.

Specific Functions

The superintendent will have the duty and authority to perform the following specific functions:

10. Serve as educational leader to the Board, staff and community;
11. Act as the Board's chief administrative officer;
12. Serve as district school clerk, performing such duties as required by law or by the Board;
13. Schedule meeting places, prepare an agenda and record minutes for all Board meetings and other committee meetings authorized by the Board;
14. Attend all regular and special meetings and executive sessions of the Board, except when excused for his/her own salary and performance review;
15. Serve as executive officer of the budget committee and prepare an educational plan that is the basis for formulating the district's budget;
16. Administer adopted Board policies;

17. Annually review adopted Board policies and make recommendations for needed changes;
18. Advise, inform and make recommendations to the Board on matters of policy and other required action(s), and inform the Board on all phases of district operation;
19. Provide an ongoing program of communication to and from the community, staff and Board concerning the school program and district activities;
20. Assess trends and changing procedures in salary negotiations and assist the Board in collective bargaining and salary consultation with district employee groups;
21. Serve as a member of the Board's salary consultation and negotiations teams, and make recommendations to the Board on all issues;
22. Direct the implementation and administration of all agreements resulting from the consultation or negotiation process;
23. Develop and file a complete list of position descriptions, with job descriptions within each classification for all classes of personnel; review ~~these descriptions~~ and change those descriptions as needed or directed by the Board;
24. Formulate and recommend for Board adoption such personnel policies as may be necessary for efficient functioning of the district staff. Policies approved by the Board will be included in the written rules and regulations of the district;
25. Make rules and reasonable regulations to govern routine matters and see that such rules and regulations are communicated to employees concerned;
26. Resolve problems of operations and settle disputes referred through administrative channels;
27. Work with staff organizations and committees in the development of sound personnel practices and procedures and provide for their implementation;
28. Assume responsibility for the development, maintenance and operation of a constructive program of in-service, training and education for all school system employees. For this responsibility, the superintendent may employ lecturers, grant temporary leave from work, approve reimbursement for extension or college courses and develop professional library facilities as required, subject to Board approval;
29. Recommend to the Board, the appointment, renewal, contract extension, contract nonrenewal, contract non-extension or dismissal of licensed district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
30. Appoint, promote, demote or discharge classified and non-represented employees as provided by state law, Board policy, collective bargaining agreements and meet and confer agreements, as applicable;
31. Assign or transfer all district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
32. Evaluate the performance of all district administrative personnel in accordance with state law and Board policy, and make recommendations for those positions to the Board before March 15 of each year;
33. Evaluate the performance of licensed and classified personnel in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
34. Assign and control the promotion of students;

35. Maintain a continuous inventory of all district property, furniture, material and supplies;
36. Recommend plans for repairs to district property and for new construction and see that all plans adopted by the Board are properly executed;
37. Establish procedures to involve teachers, principals, supervisory personnel and representatives from student and community groups in the preparation and selection of courses of study and other instructional materials;
38. Recommend instructional materials, instructional supplies and school equipment to be purchased by the district;
39. Direct the preparation of the budget, prepare the budget message for presentation to the budget committee, supervise the administration of all fiscal policies of the district and serve as custodian of all district funds;
40. Develop and recommend to the Board long-range plans for educational programs, facilities and financial resources that are consistent with population trends, district goals and community needs;
41. Direct the district in its relationships with federal, state and local government agencies;
42. Cooperate with universities and colleges in their student-teacher training programs;
43. Attend local, state and national meetings, conferences and workshops as deemed beneficial to the interests of the district;
44. Visit, as may be required, all district schools as a regular part of a schedule and institute and carry out such regulations, as may be necessary, to attain their efficient operation;
45. Direct the administrative staff in establishing and changing, as needed, school attendance area boundaries subject to Board approval;
46. In cases of matters not specifically covered by Board policies, take appropriate action and report such action to the Board no later than the next regular Board meeting;
47. Have other power and duties as may be approved by the Board, and as may be necessary to fulfill the functions of the office of superintendent.

END OF POLICY

Legal Reference(s):

[ORS 327.133](#)
[ORS 332.075](#)
[ORS 332.515](#)
[ORS 342.125](#)
[ORS 342.140](#)
[ORS 342.143](#)
[ORS 342.173](#)
[ORS 342.175](#)
[ORS 342.200](#)

[OAR 581-022-0102](#) to ~~807-1940~~
[OAR 581-023-0006](#) to ~~0050~~
[OAR 584-020-0000](#) to ~~0045~~
[OAR 584-036-0035\(1\)](#)
~~OAR 584-36-040~~
[OAR 584-046-0005](#) to ~~-0024~~
[OAR 584-048-0085](#) to ~~-0095~~
[OAR 584-080-0151](#)
[OAR 584-080-0152](#)
[OAR 584-080-0161](#)