

Contoocook Valley School District Policy

JOB DESCRIPTION

SUPERINTENDENT OF SCHOOLS

Basic Function

The Superintendent is the chief executive officer of the Contoocook Valley School District (herein, the "District") and is responsible for the effective operation of the District; for the general administration of all educational programs, projects and services; for the administration of all business operations or other affairs of the District; and for advising and making recommendations to the School Board (herein, the "Board") with respect to these activities.

Primary Activities

The Superintendent of Schools shall possess the following duties:

- (1) To be the chief executive officer of the District, with the right to speak on all matters before the Board, but not to vote.
- (2) To enforce all provisions of law and all rules and regulations relating to the management of the schools and other educational, social and recreational activities under the direction of the Board.
- (3) To have prepared and to recommend the content of each course of study authorized by the Board. The content of each such course shall be submitted to the Board for its approval. When approved, the Superintendent shall cause such courses of study to be used in the grades, classes and schools for which they are authorized.
- (4) To recommend suitable lists of text books to be used in the schools
- (5) To have supervision and direction of associate and assistant superintendents, directors, supervisors, principals, coordinators, teachers, and other persons employed in the management of the school or the educational activities of the District; to transfer teachers from one school to another, or from one grade to a course of study to another grade in such course, to report violations of regulations and cases of insubordination to the Board and to suspend an associate or assistant superintendent, director, supervisor, principal, coordinator, teacher or other employee until the next regular meeting of the Board, when all facts relating to the case shall be submitted to the Board for its consideration and action.

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- (6) To have supervision and direction over the enforcement and observance of the courses of study, the examination and promotion of pupils, and over all other matters pertaining to playgrounds, medical inspection, recreation and social center work, libraries, lectures, and all other education activities under the management, direction and control of the Board.

Responsibilities

- (1) Keep the Board informed of the condition of the District's educational system; assure effective communication between the Board and the staff of the school system. Relay all communications by the Board regarding personnel to District employees and receive from all school personnel any communications directed to the Board.
- (2) Prepare the agenda for Board meetings. Prepare and submit recommendations to the Board relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions.
- (3) Submit to the Board a clear and detailed explanation of all proposed procedures which would involve either departure from established policy or the expenditure of substantial sums.
- (4) Cooperatively develop and recommend to the Board objectives of the educational system; see to the development of internal objectives which support those of the Board.
- (5) Cooperatively develop and recommend to the Board long-range plans consistent with population trends, cultural needs, and the appropriate use of District facilities, and see to the development of long-range plans which are consistent with established Board objectives.
- (6) See to the development of specific policies, procedures and programs to implement the intent established by Board policies, directives and formal actions.
- (7) See to the execution of all decisions of the Board.
- (8) See that sound plans of organization, educational programs and services are developed and maintained for the Board.

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- (9) Maintain adequate records for the schools, including a system of financial accounts, business and property records, personnel records, school population and scholastic records. Act as custodian of such records and of all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.
- (10) Be directly responsible for all news releases and/or other items of public interest emanating from all District employees which pertain to education matters, policies, procedures, school related incidents or events. Approve media interviews of this nature with District employees.
- (11) Provide for the optimum use of the staff of the District. See that the District is staffed with competent people who are delegated authority commensurate with their responsibilities. Define the duties of all personnel.
- (12) See that appropriate in-service training is conducted. Summon employees of the District to attend such regular and occasional meetings as are necessary to carry out the educational program of the District. (NOTE: Is a given that it can't be done if in conflict with negotiated Agreement.)
- (13) Prior to action by the Board, recommend the appointment, discipline or termination of employment of the administrators of the District.
- (14) Prior to action by the Board, recommend the appointment, discipline or termination of employment of teaching and non-teaching personnel of the District.
- (15) See to the development throughout the District of high standards of performance in educational achievement, use and development of personnel, public responsibility, and operating efficiency.
- (16) See that effective relations with employee organizations are maintain; assume ultimate responsibility for implementation of negotiating contracts with employees of the District.
- (17) See that the development, authorization, and the maintenance of an appropriate budgetary procedure is properly administered. Prepare the annual proposed budget and submit it to the Board as prescribed by the budget calendar to provide an adequate opportunity for the Board's discussion and deliberation.
- (18) See that all funds, physical assets, and other property of the District is appropriately safeguarded and administered.

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- (19) File, or cause to be filed, all reports, requests, and appropriations as required by various governing bodies and/or Board policies.
- (20) Establish and maintain liaison with community groups which are interested or involved in the educational programs of the District.
- (21) Establish and maintain liaison with other school district, SAU's, State Education Department, Universities, and the US Office of Education.
- (22) Act on own discretion in cases where action is necessary on any matter not covered by Board policy or directive. Report such action to the Board as soon as practicable and recommend policy in order to provide guidance in the future.

Primary Relationships

The Superintendent observes and conducts the following relationships:

1. School Board

- (a) As chief executive officer, be accountable to the School Board, as a Board, for the administration of the educational system and for the interpretation of fulfillment of the aforesaid function, primary activities and responsibilities.
- (b) Attend, or have a representative attend, all meetings of the Board.
- (c) Represent the District as the chief executive officer in dealings with other school systems, professional organizations, business firms, agencies of government and the general public.
- (d) Report directly to the School Board, as a Board, and as required, to all appropriate governmental agencies.
- (e) Act as reference agent for problems brought to the Board.
- (f) Work with the Board of Education to develop appropriate programs and policies, upon either the recommendation of the Superintendent or the initiative of the School Board.

2. Assistant Superintendent, Building Principals, Other Administrators

- (a) Directly oversee the work of central office personnel.

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- (b) Hold regular meetings with Building Principals, Coordinators/Director and other Administrators (herein, "Administrative Personnel") to discuss progress and educational problems facing the District.
- (c) Direct the operations and activities of Administrative Personnel; see that they effectively guide and coordinate the operations and activities of the educational system; secure their assistance in formulating internal objectives, plans and programs; evaluate their job performance; and stand ready at all times to render them advice and support.
- (d) Approve the vacation schedules for Administrative Personnel; and be personally responsible for all evaluations of Administrative Personnel.

3. Others

- (a) Work with other board employees and advisors, including auditors, architects, attorney, consultants and contractors.
- (b) Hold such meetings with teachers and other employees as is necessary for the discussion of matters concerning the improvement and welfare of the schools.
- (c) Attend, or delegate a representative to attend, all meetings of municipal agencies or governmental bodies at which matters pertaining to the public schools appear on the agenda or are expected to be raised.
- (d) Represent the District before the public, and maintain, thorough cooperative leadership, both within and without the District, such a program of public relations as may keep the public informed as to the activities, needs and successes of the District.
- (e) Receive all complaints, comments, concerns and criticisms regarding operation of the District from the public, employees of the District, students, and Board members.

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