

# Greater Albany SD 8J Board Policy

Code: **CBA**  
Adopted: 6/23/79  
Readopted: 3/12/01; 5/20/02; 4/22/13  
Orig. Code(s): BP 2220; BP 2230

## **Qualifications and Duties of the Superintendent**

The qualifications for the superintendent are as follows:

1. The superintendent of schools shall have earned at least a master's degree from an approved institution. He/She shall have completed at least one year of graduate work beyond the master's degree with an emphasis on educational administration. The superintendent shall hold a current Oregon administrative license with an authorization for all levels, a superintendent's endorsement or a transitional superintendent license;
2. The applicant shall have had at least five year's successful experience in teaching and in addition have two years experience in the administration of schools;
3. The selected applicant shall be established as an educational leader in the profession and have demonstrated leadership in curriculum and instructional areas;
4. The applicant shall elicit positive responses as an individual and demonstrate the ability to represent the district and the profession effectively;
5. The selected applicant shall have demonstrated the ability to organize, motivate and manage organizations and work effectively with individuals.

The superintendent shall serve as the executive officer of the district. He/She is responsible to the Board for the overall operation of the schools and is granted the authority commensurate to this responsibility. The superintendent shall provide for the administration of the district in accordance with Board policies, regulations and Oregon Department of Education requirements of the law.

Other duties of the superintendent shall be to:

1. Serve as the educational leader of the district and formulate plans for the improvement of the level of district instruction;
2. Serve as clerk of the district;
3. Formulate district rules and regulations to specify required actions and design the detailed arrangements under which the schools will be operated. A copy of these regulations shall be provided each Board member;
4. Recommend to the Board, the appointment, renewal, contract extension, contract nonrenewal, contract nonextension or dismissal of licensed district employees in accordance with state law, Board policy and the employee's collective bargaining agreement. The Board may reject specific candidates recommended by the superintendent but shall employ other candidates only on his/her recommendation;

5. Be responsible for the employment, assignment, transfer, evaluation, suspension, promotion and dismissal of all personnel required for clerical work, maintenance of buildings, custodial service, transportation service, cafeteria service or any other type of service which may be necessary for the operation of the schools as provided by state law, Board policy and the employees collective bargaining agreement, as applicable;
6. Schedule meeting places, prepare an agenda and record minutes for all Board meetings and other committee meetings authorized by the Board;
7. Attend all Board meetings and serve as technical advisor to the Board;
8. Work with committees appointed by the Board to study issues of the district;
9. Submit financial and other reports to the Board to keep it informed of the current status of the district's fiscal and other affairs;
10. Supervise the accounting, budgeting and recordkeeping of the district and keep a continuous inventory of all property, furniture, material and supplies of the district;
11. Submit to the district's budget committee an estimate of the receipts and expenditures of the ensuing year;
12. Formulate and administer a program of supervision for the district;
13. Plan for any additional facilities needed by the district and work with architects, as selected by the Board;
14. Prepare specifications and issue bid calls when authorized;
15. Supervise and provide for the publicity and public relations of the district;
16. Provide information and evidence regarding the evaluation of the educational program of the district to the Board;
17. Recommend annual and long-range goals for the district to the Board;
18. Interact positively with the students and the employees of the district;
19. Be an educational leader in the community and serve in various capacities to stimulate and inspire the improvement of educational opportunities for the students of the area;
20. Attend, at the expense of the district, such local, state and national meetings, conferences and workshops as may be deemed beneficial to the interest of the district. Attendance at these meetings shall be in accordance with the approved budget;
21. Perform other duties as may be approved by the Board and as may be necessary for the efficient and effective operation of the district's schools.

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 -1940](#)  
[OAR 581-023-0006 to -0041](#)  
[OAR 581-023-0104](#)  
[OAR 581-023-0112](#)

[OAR 581-023-0220 to -0240](#)  
[OAR 584-020-0000 to -0045](#)  
[OAR 584-036-0035\(1\)](#)  
[OAR 584-046-0005 to -0024](#)  
[OAR 584-080-0151](#)  
[OAR 584-080-0152](#)  
[OAR 584-080-0161](#)

**Cross Reference(s):**

CBG - Evaluation of the Superintendent