

# Cove School District 15

Code: **CBA**

Adopted: 8/04/81; 10/21/80; 9/09/80

Revised/Readopted: 11/13/01; 7/16/13

Orig. Code(s): 1600R; 1610; 2210

## Qualifications and Duties of the Superintendent

- QUALIFICATION:
1. A valid Oregon superintendent's license.
  2. Degrees and area of study required to obtain an Oregon license.
  3. Prior job-related experience will be considered, but not required.
  4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORT TO: Board of Education

SUPERVISES: Directly or indirectly, all employees of the district.

JOB GOAL: To provide leadership in developing and maintaining the best possible education programs and services.

### Superintendent's Role:

1. Interprets for the staff and implements all Board policies and all state laws relevant to education.
2. Supervises, either directly or through delegation, all activities of the school system according to the policies of the Board.
3. Represents the Board as liaison between the district and the community.
4. Establishes and maintains a program of public relations to keep the public well informed of the activities and needs of the district, effecting a wholesome and cooperative working relationship between the schools and the community.
5. Attends and participates in all regular and special meetings of the Board, except when own employment or salary is under consideration, and makes recommendations of any nature affecting the schools.
6. Reports to the Board such matters as deemed material to the understanding and proper management of the schools, or as the Board may request.
7. Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the Board for review and approval.

8. Maintains directly or through delegation such personnel records, student accounting records, business records and other records which are required by law and by Board policy.
9. Establishes and maintains efficient procedures and effective controls for all expenditures of district funds in accordance with the adopted budget, subject to direction and approval of the Board.
10. Files, or causes to be filed, all reports required by law.
11. Makes recommendations to the Board for the selection of personnel of the district.
12. Makes and records assignments and transfers of all employees in keeping with their qualifications.
13. Employs such personnel as may be necessary, within the limits of budgetary provisions and subject to the Board's approval.
14. Suspends any employee for just cause, and reports such suspension to the Board at the next Board meeting for final action.
15. Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with published policies.
16. Recommends to the Board for final action the promotion, salary changes, demotion or dismissal of any employee.
17. Summons employees of the district to attend such regular and occasional meetings as are necessary to carry out the educational program of the district.
18. Supervises methods of teaching, supervision and administration in effect in the schools.
19. Attends such conventions and conferences as are necessary to keep abreast of latest educational trends.
20. Accepts responsibility for the general efficiency of the school system, for the development of the staff, and for educational growth and welfare of the students.
21. Defines educational needs and formulates policies and plans for recommendation to the Board.
22. Makes all administrative decisions within the district necessary for the proper function of the district.
23. Represents the district in its dealings with other school systems, institutions and agencies, community organizations and the general public.
24. Is responsible for scheduling the use of building and grounds by all groups and/or organizations.
25. Acts as purchasing agent for the Board, and establishes procedures for the purchase of books, materials and supplies.

26. Evaluates the performance of licensed and classified personnel in accordance with state law and Board policy.
27. Conducts periodical district administration meetings.
28. Performs such other tasks as may from time to time be assigned by the Board.

TERMS OF EMPLOYMENT: Twelve months a year. Salary to be established with the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy.

END OF POLICY

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**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 -0050](#)  
[OAR 584-020-0000 to -0045](#)

[OAR 584-036-0035\(1\)](#)  
[OAR 584-046-0005 to -0024](#)  
[OAR 584-048-0085 to -0095](#)  
[OAR 584-080-0151](#)  
[OAR 584-080-0152](#)  
[OAR 584-080-0161](#)

**Cross Reference(s):**

CBG - Evaluation of the Superintendent