

Dayville School District 16J

Code: **CBA**
Adopted: 2/13/96
Readopted: 9/13/11
Orig. Code(s): CBA

Qualifications and Duties of the Superintendent

TITLE: Superintendent

DEFINITION: The direct administration of the district is delegated to the superintendent whom the Board appoints to act as executive officer of the Board.

QUALIFICATION:

1. A current Oregon administrative license with a superintendent's endorsement or a transitional superintendent license;
2. Successful experience as an educational leader and administrator;
3. 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 license 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;
4. Other qualifications as determined by the Board.

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

REPORTS TO: The Board

Performance Responsibilities

Supervises - Directly or indirectly all employees of the district.

Responsibilities in Relation to the Board

1. Executive Officer - The superintendent shall be the executive officer of the Board.
2. Meetings - He/She shall attend all meetings of the Board or any committee meetings except when his/her own salary or tenure is being considered.
3. Agent for Communication - He/She shall act as agent for communication of the Board to all of its employees. Likewise for communications of all employees to the Board and all orders of the Board shall be given through the superintendent.
4. Advisor to the Board - He/She shall act as advisor to the Board in all matters pertaining to the welfare of the district.

5. Information to the Board - He/She shall keep the Board informed concerning the progress and needs of the district in all their parts and aspects.

Responsibilities in Relation to Personnel

1. Employment - The superintendent shall nominate and recommend all employees for election by the Board.
2. Assignment - He/She shall assign all employees to positions with clear definition of duties.
3. Promotions and Transfers - He/She shall recommend to the Board for its action such promotions and transfers of employees as may be desirable within the system.
4. Vacancies - He/She shall fill temporary vacancies subject to confirmation of the Board.
5. Salaries - He/She shall determine the salaries of individual licensed and classified employees and place each on the salary schedule in accordance with negotiated agreements and with salary schedules and guidelines.
6. Substitutes - He/She shall provide for securing and assigning substitutes for employees who are absent.
7. Professional Growth - He/She shall provide for professional study and improvement among employees.
8. Records - He/She shall develop and maintain adequate personnel records.
9. In-Service Training - He/She shall provide for in-service growth of district personnel.
10. Needs - He/She shall keep accurate estimate of district personnel needs.
11. Policies - He/She shall develop personnel policies commensurate with progressive practices.
12. Evaluation - He/She shall develop evaluative criteria for measuring effectiveness.
13. Job Classification - He/She shall set up job classifications and write job descriptions appropriate for each position-classification.

Responsibilities in Relation to Business and Financial Matters

1. Budget - The superintendent shall provide for preparation of the annual budget, the control of the execution of the budget and the recommendation of transfer of funds within the budget.
2. Financial Reports - He/She shall provide for the keeping of all financial accounts in such a manner as to enable him/her to make regular reports of the financial condition of the district to the Board.

He/She shall provide for a financial report at the end of each fiscal year, showing receipts and expenditures for the entire year.

3. Expenditures - He/She shall provide for the legal expenditure of funds in accordance with the budget adopted by the Board.
4. Receipts - He/She shall provide for the collection and receipt of all moneys payable to the district and keep an accurate account of the same, depositing such funds as required by law.
5. Accounting - He/She shall provide for the proper accounting of any and all funds that come under the control of the Board.

He/She shall establish accounting procedures for property records and equipment inventories of all district property with their values.

6. Travel Expenses - He/She shall approve car allowances or travel expenses for members of the staff entitled to such allowances for official district business.
7. Local Support Program - He/She shall provide for adequate information of the ability of the district to pay for education.

He/She shall analyze the expenditures.

8. Community - He/She shall interpret the financial operation of the district to community programs.
9. Cafeteria - He/She shall develop and supervise cafeteria regulations, personnel functions, operations and finance within the district.
10. Interdistrict Attendance - He/She shall provide for the preparation of interdistrict agreements with other districts in accordance with the legal requirements and rules of the Board.

Responsibilities in Relation to the Instructional Program

1. Basic Aims - The superintendent shall, by all possible means, seek to develop the best type of district program and enlist the participation and support of the students, the staff, the Board and the citizens of the community.
2. Materials - He/She shall provide for the selection of instructional materials, library books, supplies and for their proper purchase, distribution and use.
3. Administrative Control - He/She shall control the administration of individual schools by checking such plans or procedures as may be proposed by other administrative personnel.
4. Student Activities - He/She shall provide for the supervision of all student activities.
5. Special Services - He/She shall provide for the needs of students requiring special attention such as students with disabilities and those identified as talented and gifted.
6. Guidance - He/She shall recommend the development, establishment of supervision and the evaluation of a guidance program that will take into account the individual and group needs of all students.

7. Health - He/She shall provide for the establishment, maintenance, supervision and evaluation of a sound mental and physical health program and for adequate health services and facilities for all students.
8. Environment - He/She shall develop and promote a favorable environment for the staff.
9. Research - He/She shall keep himself/herself informed concerning the work of other districts, their organizations, modes of government, methods of instruction and general efficiency.

Responsibilities in Relation to District Building Facilities and Grounds

1. General - The superintendent shall determine the educational requirements of the district as they affect the building program.

He/She shall study the educational adequacy and safety of present building facilities.

He/She shall be responsible for the general supervision and maintenance of buildings, grounds and equipment.

He/She shall develop specifications for all district construction.
2. Community - He/She shall alert the entire community to the importance of the building program.
3. Use of Facilities - He/She shall keep up-to-date studies of the degree to which building facilities are used.

He/She shall be responsible for the special use of district facilities, the procedures for granting such use and the assignment of proper employees to care for district property used for special meetings or functions or for civic center purposes as provided by Board policy.
4. Growth - He/She shall keep up-to-date data on population trends and probable future growth.
5. Architects and Contractors - He/She shall recommend to the Board competent architects for the building program.
6. Sites - He/She shall recommend the selection and purchase of school sites as needed.
7. Outside Agencies - He/She shall work and cooperate with local and state agencies responsible for district building construction.
8. Attendance Boundaries - He/She shall recommend and supervise attendance boundaries of the district.
9. State Regulations - He/She shall keep up-to-date on the applicable federal and state school building regulations.
10. Documents - He/She shall supervise the preparation of all documents in relation to the school building program.

11. Alteration - He/She shall make recommendations to the Board concerning the reconstruction or alteration of school buildings.

Other Responsibilities

1. General - The superintendent shall perform such other duties as ordinarily are assigned to the chief executive and administrative officer of the district.

In all matters within the district law not provided for in Board regulations, he/she shall have discretionary power.

He/She shall make such reasonable rules and administrative regulations that govern routine administrative matters as may be necessary.

2. Calendar - He/She shall provide for the preparation of school calendars.
3. Meetings and Conferences - He/She shall attend professional meetings and conferences.
4. Attendance - He/She shall provide for the enforcement of the compulsory attendance laws.
He/She shall keep records of school attendance.
5. He/She shall establish the length of the school day in accordance with the requirements of the Oregon Department of Education and Board policy.
6. The superintendent shall serve as athletic director.

Use of Power

1. Emergency Powers - In case of emergency or disaster, the superintendent shall act in accordance with the emergency demands and shall make a report of his/her action to the Board.
2. Delegation of Duties - He/She shall delegate to subordinates any of the powers and duties which the Board has entrusted to him/her but he/she shall continue to be responsible to the Board for the execution of the powers and duties delegated. He/She shall make assignment of powers and duties to administrative assistants and other licensed personnel as he/she deems necessary as long as he/she is not inconsistent with these rules and regulations of the Board and with Oregon Revised Statutes and Oregon Administrative Rules.

END OF POLICY

Legal Reference(s):

[ORS 327.133](#)
[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