

## Qualifications and Duties of the Superintendent

The superintendent shall:

1. Possess administrative license/certification as required by law;
2. Possess qualities of professional training and leadership;
3. Be of good character and moral reputation;
4. Possess specialized training in educational and business administration of public schools;
5. Possess at least a master's degree from an accredited institution of higher education;
6. Demonstrate by suitable experience that he/she has administrative ability and is capable of leading the instructional staff and the community in a continuous program of school improvement.

The superintendent's assigned responsibilities shall include but shall not be limited to the following:

1. To attend all meetings of the Board; and to be entitled to, and in the work of the Board to exercise, all of the powers and perform all the duties of membership in the Board except that of voting;
2. To assist the Board chair and/or vice chair in preparing the agenda for each regular or special meeting of the Board;
3. To assist the Board in its formulation of district policies, plans, and programs; and by presentation of facts and explanations, to assist the Board in establishing rules governing the operation of the district;
4. To exercise general supervision over all employees of the district and to have the right to nominate, assign, alter the assignment, transfer, and to recommend for promotion or dismissal all employees of the district except the superintendent. The superintendent shall have the power to suspend any employee for cause and shall report such suspension to the Board at its next regular or special meeting for further action;
5. To have the power to modify or rescind any action or decision of any employee of the district;
6. To supply the Board with such information and such reports as may be needed in order that the Board may inform itself as to all phases of the operation of the district;

7. To have the responsibility to initiate or cause to be initiated such action as deemed necessary in order to execute the policies of the Board and to meet the requirements of those Oregon Revised Statutes which pertain to the schools;
8. To be responsible for the development, maintenance, and operation of a suitable program of staff improvement through training of employees, directly or indirectly;
9. To be responsible for the development and effective operation of such curriculums, special courses and activities as will provide a complete and adequate system of instruction and physical care for all students attending the schools; and to maintain the program abreast of the needs of the community and in keeping with the best current developments in education;
10. To direct the development of the annual budget in accordance with Oregon Revised Statutes;
11. To direct the administration of the budget as enacted by the Board; acting at all times in accordance with legal requirements and the adopted policies, schedules, procedures, accounting techniques, and other business, financial or administrative controls established by the Board;
12. To represent, or to select a designee to represent the district before the public and to maintain, both within and outside the district, such a program of prepared information and public contacts as may serve to improve understanding and morale within the district, and keep the public informed as to the activities, needs and progress of the district;
13. To prepare, or cause to be prepared, news releases and other types of publicity in order that the citizens of the community may have a fair and impartial view of the educational program of the district;
14. To see that all constitutional or statutory laws and all State Board of Education regulations governing the district are effectively carried out and that all rules of the Board are enforced;
15. To investigate or cause to be investigated promptly, and report to the Board, any evidence that may come to the superintendent's attention of any infringement of the legal rights of the district or in which the legal responsibilities of the district may be involved;
16. To determine, or cause to be determined, the needs for transportation facilities and the establishment of transportation routes; and to exercise general supervision over the transportation system in order that the safety and welfare of the students are properly safeguarded;
17. To have power to make such rules and to give such instructions to employees as may be necessary to make these rules and any additional instruments of control established by the Board or by state law fully effective in the management of the district;
18. The superintendent, assisted by other members of the administrative staff, shall be responsible for the development of educational specifications for new district facilities.
19. Under the direction of the Board, the superintendent may authorize those activities deemed to be in the best interest of the district or its citizens as a district-sponsored event. When given this

designation in writing, the event is then covered by the district's insurance policies. A list of all such activities so identified will be maintained in the superintendent's office.

The deputy/assistant superintendent shall assume the responsibilities of head administrator of the district in the absence of the superintendent, or at such time as the Board declares the superintendent's position vacant.

END OF POLICY

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**Legal Reference(s):**

[ORS 327.133](#)  
[ORS 332.075](#)  
[ORS 332.515](#)  
[ORS 342.125](#)  
[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