

Dufur School District 29

Code: **CBA**
Adopted: 9/03/96
Readopted: 12/02/13
Orig. Code(s): CBA

Qualifications and Duties of the Superintendent

POSITION: Superintendent/Clerk

- QUALIFICATIONS:
1. A master's degree from an accredited institution of higher learning;
 2. Current Oregon administrative license with an authorization for all levels, superintendent's endorsement or a transitional superintendent's license;
 3. At least five years of experience as a teacher and three years of administrative experience;
 4. Exhibited those qualities and characteristics of leadership which will have established him/her as an educational leader in the profession;
 5. 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 licensure 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;
 6. Other qualifications as determined by the Board.

REPORTS TO: Board of Directors

SUPERVISES: All personnel serving in the district.

JOB GOAL: To provide a high quality educational program in an efficient, professional and friendly manner at a reasonable cost.

PERFORMANCE RESPONSIBILITIES

Financial

The superintendent or persons designated by the superintendent shall:

1. Prepare the annual budget message to be presented to the Board and budget committee for the operation of the district in the ensuing year;
2. Be responsible for receiving, holding in custody and expending all district funds as designated and approved by the Board and as required by law;

3. Submit monthly financial and other reports to the Board to keep it informed of the current status of the district's fiscal and other affairs;
4. Supervise matters pertaining to the physical plant, the purchasing and distribution of supplies and equipment and the business affairs of the district;
5. Sign purchase orders for all supplies and equipment procured during the course of the year.

Personnel

The superintendent shall:

1. Recommend employees for appointment, demotion, transfer, probation and/or dismissal in accordance with state law, collective bargaining agreements and Board policy;
2. Interview and evaluate the qualifications of applicants for licensed and classified positions within the district and confer with the principal in determining placement of new teachers on the salary schedule, assignment of instructional staff to their teaching duties and assignment to miscellaneous duties.

Curriculum and Instruction

The superintendent shall:

1. Strive to develop and supervise a program of continuous curriculum improvement at all grade levels, making every effort to keep open the channels of communication between the principal, consultants, teachers and students so as to make the overall educational program more effective;
2. Direct the in-service training of teachers and nonprofessional personnel through conferences, workshops, group discussions, committees and resource personnel;
3. Prepare and submit to the Board for approval the several courses of study and curriculum to be offered in the district. In the preparation of such courses of study and selection of instructional materials, the aid and cooperation of the teaching staff, the principal and representatives of student and community groups as may be relevant will be sought.

Planning

The superintendent shall:

1. Through collaboration of staff and analyses of educational needs of students make recommendations to the Board and plans for meeting the needs. There is an obligation to work with architects, engineers or contractors selected by the Board in planning of any additional facilities required;
2. Serve as director of research to develop studies which will indicate future trends in enrollment, determine the effectiveness of the educational program and provide other information to be used for judging expansion and improvement of the school system.

General

The superintendent shall:

1. Keep a record of all meetings, post or publish all documents;
2. Together with the chair execute all legal documents;
3. Attend, at district expense, professional meetings deemed necessary to keep informed of current programs in education. These meetings will be attended within limits of funds budgeted for this purpose;
4. Assume responsibility for the use, maintenance and rehabilitation of buildings and grounds;
5. Perform other such duties as the Board may determine or which may be necessary for the effective operation of the district schools.

Negotiations

The superintendent shall:

Serve as chief consultant to the Board during negotiations and shall analyze and review the ramifications and relations of salary and related teacher economic proposals and alternatives as they relate to the total district operation.

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