

Echo School District 5R

Code: **CBA**
Adopted: 01/96
Readopted: 1/22/13
Orig. Code(s): CBA

Qualifications and Duties of the Superintendent

POSITION: Superintendent of Schools

QUALIFICATIONS: 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. Other qualifications as determined by the Board.

REPORTS TO: Board of Directors

SUPERVISES: Central office administrators and school principals; and through them, all district personnel

JOB GOAL: Provides for effective administration of all schools and departments, and educational leadership throughout the school system and community.

Performance Responsibilities

The superintendent:

1. Serves as chief executive officer of the Board except as otherwise provided by law; makes rules not in conflict with law or with Board policies, and decides all matters of administrative and supervisory detail in connection with the operation and maintenance of the schools;
2. Initiates and directs the development of policies for approval by the Board, delegating such responsibility to associates and subordinates as deemed desirable;
3. Attends all meetings of the Board except those concerned with his/her own contract status and takes part in the deliberations, but does not vote;
4. Assists the Board in reaching sound judgments, establishing policies and approving those matters which the law requires the Board to approve, places before the Board necessary and helpful facts, comparisons, investigations, information and reports and makes available the personal advice on special or technical matters by those persons who are qualified to furnish it;
5. Implements and interprets Board policies;
6. Recommends the appointment, assignment, transfer, promotion, demotion, discharge and/or suspension of any employees of the Board as provided by law and Board policies, with such recommendations reported to the Board for approval;

7. Directs the professional supervisory staff in visits to the schools under his/her charge; through this staff, directs, assigns and assists teachers and all other educational employees in the performance of their duties; classifies, assigns and controls the promotion of students; and performs such other duties as the Board determines;
8. Directs the work of the professional staff in evaluating curriculum and textbooks and, upon the basis of such study, makes recommendations to the Board;
9. Supervises the establishment or modification of school attendance and transportation area boundaries subject to Board approval;
10. Serves as the district's Budget officer and directs the preparation of an annual budget showing the estimated receipts and disbursements necessary to cover the needs of the district for the ensuing fiscal year and submits this estimate to the Board in accordance with law;
11. Approves and directs, in accordance with law and Board regulations, purchases and expenditures, within the limits of the budget;
12. Exercises leadership in directing studies of sites and buildings, considering the population trend and the educational and cultural needs of the district, to ensure timely decisions by the Board and electorate regarding construction and renovation projects;
13. Represents the district in dealings with other school systems, social institutions, business firms, government agencies and the general public;
14. Keeps the public informed about modern educational practices, educational trends and the practices and problems in the district.

The specific enumeration of the superintendent's duties as detailed above will not act to limit the broad authority and responsibility of the office.

END OF POLICY

Legal Reference(s):

ORS 327.133	OAR 581-022-0102 to -1940
ORS 332.515	OAR 581-023-0006 to -0050
ORS 342.125	OAR 584-020-0000 to -0045
ORS 342.140	OAR 584-036-0035(1)
ORS 342.143	OAR 584-046-0005 to -0024
ORS 342.173	OAR 584-048-0085 to -0095
ORS 342.175	OAR 584-080-0151
ORS 342.200	OAR 584-080-0152
	OAR 584-080-0161

Cross Reference(s):

CBG - Evaluation of the Superintendent