

Qualifications and the Duties of the Superintendent

Qualifications

To be eligible for appointment to the office of Superintendent/Principal, a candidate must:

- a. Possess or be eligible for an administrative license as required by law;
- b. Possess qualities of professional training and leadership;
- c. Be of good character and moral reputation;
- d. Possess specialized training in education and business administration of public schools;
- e. 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.

Duties

The superintendent, under the direction of the Board, will be in charge of the entire operation of the Elkton schools and will supervise and direct all personnel and all related services and activities.

- a. The superintendent will perform or cause to be performed all duties prescribed by law for the chief administrative officer or district clerk.
- b. The superintendent will be appointed budget officer and will prepare the annual budget document for the budget committee.
- c. The superintendent will act as business manager for the district and will approve purchase of all goods and services and disbursement of district funds.
- d. The superintendent will assist the Board in the development of district policies and will be responsible for the implementation of all district policies.

END OF POLICY

Legal Reference(s):

[ORS 327.133](#)
[ORS 332.405 - 332.427](#)
[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](#)