

**Grant County  
Education Service District**

Code: **CB**  
Adopted: 5/26/98  
Readopted: 10/21/08  
Orig. Code(s): 2200; 2210

**Superintendent**

**Duties**

“Executive officer of the Board.” The superintendent shall be the executive officer of the Educational Service District (ESD). He/She shall exercise supervision over the district office and any services to the districts of the county that may be established by the Board. All employees of the district shall be directly responsible to the superintendent. In addition to any functions and duties delegated to the superintendent by the Board, he/she shall also perform all duties otherwise prescribed by law. The superintendent may delegate his duties to other employees of the ESD but shall remain responsible to the Board for those duties as delegated through board policy.

“Attends all Board meetings.” The superintendent shall attend all meetings of the Board and shall keep the Board informed of conditions under his supervision.

“Recommends appointment of all employees.” The superintendent shall make recommendations for appointment and discharge of all employees of the district. No vacancy will be filled without his/her recommendation. If the Board is unable to act upon a recommendation, the superintendent shall make additional recommendations to the Board.

“Suspension of employees.” The superintendent may suspend employees for cause. Such suspension shall be immediately reported to the Board. Employees may be suspended pursuant to ORS 342.875.

“Assignment of personnel.” The superintendent shall make such assignments and reassignments as are in his/her professional judgement necessary to secure the highest efficiency of the entire staff.

“Reports.” The superintendent shall have authority to require such reports as he/she deems necessary.

“Communication.” The superintendent shall transmit all communications to and from the Board.

“Budget officer.” The superintendent shall serve as budget officer and shall prepare a budget annually for the consideration of the Board and the budget committee. He/She shall administer the budget as authorized, acting at all times in accordance with legal requirements and adopted policies of the Board.

“Purchasing agent.” The superintendent shall be the purchasing agent of the Board and shall have authority to purchase supplies and equipment under the regulations of the Board. The superintendent is authorized by the Board to purchase needed office supplies, equipment and supplies for services rendered to local districts, when such purchases are within budgeted appropriations.

“Presentation of bills.” The Board shall delegate to the superintendent the authority to approve for payment all bills of expense to the district. In delegating this authority to the superintendent, it is understood that the Board places responsibility on the superintendent for keeping all such expenditures within budgeted appropriations. The Board shall hold the superintendent responsible for the accuracy of all bills and vouchers.

“Policies.” The superintendent shall propose new policies to the Board for adoption as necessity for such arises. He/She shall also recommend amendment to existing policies and/or deletions as the need arises.

“Administrative rules and regulations.” The superintendent shall make rules and regulations regarding routine matters which have not been specifically provided for in the policies of the Board.

“Emergency Authority.” The superintendent shall perform such duties as the Board may require, and in the absence of specific rules and advice of the Board, the superintendent shall assume any authority or perform any duty which any particular situation, unforeseen and suddenly arising, may demand, subject to later consideration of and action by the Board. The superintendent shall communicate and consult with the Board if at all possible regarding such performance.

“Attendance officer.” The superintendent shall serve as attendance officer under ORS 339.040 for districts having a school census of less than 1000.

END OF POLICY

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**Legal Reference(s):**

[ORS 334.125\(5\)](#)

[ORS 334.225](#)

[OAR 581-024-0240](#)

[OAR 581-024-0245](#)

**Cross Reference(s):**

CBG - Evaluation of the Superintendent