

Harney County School District 3

Code: **CBA**
Adopted: 11/09/04
Orig. Code(s): CBA

Qualifications and Duties of the Superintendent

The Board requires the superintendent be a strong educational leader who has the following professional experience and training:

1. A current Oregon administrative license with an authorization for all levels, a superintendent's endorsement;
2. A master's or doctorate degree in the field of education, preferably in educational administration;
3. Successful teaching experience at the elementary or secondary school level;
4. Service as a school superintendent or administrative experience in the central administration of a school system.

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.

The superintendent will have the following personal and professional qualities:

1. Success in leadership roles with staff, community and professional peers;
2. Ability to communicate effectively, both orally and in writing;
3. Scholarship, intelligence and excellent ability to plan and organize;
4. Training, experience and success in personnel selection, evaluation and development;
5. Knowledge of curriculum development, implementation and evaluation;
6. Knowledge of business and support service systems which facilitate planning, control and accountability;
7. Experience in administering collective bargaining agreements;
8. Ability to motivate other administrators and significantly involve them in the decision-making process;
9. Strong management skills and a desire and ability to motivate and innovate, taking advantage of the district's strengths.

General Functions

1. The superintendent is the chief executive officer and, under the direction of the Board, is responsible for control and operation of the school system and for implementing the decisions and policies of the Board.
2. The superintendent has the authority to formulate and delegate duties and responsibilities to subordinate administrative personnel. The delegation of such duties and responsibilities, however, will not relieve the superintendent of responsibility for the action taken under such delegation.

Specific Functions

The superintendent will have the duty and authority to perform the following specific functions:

1. Serves as educational leader to the Board, staff and community;
2. Acts as the Board's chief administrative officer;
3. Serves as district school clerk, performing such duties as required by law or by the Board;
4. Schedules meeting places, prepares an agenda and has minutes recorded for all school Board meetings and other committee meetings authorized by the Board;
5. Attends all regular and special meetings and executive sessions of the Board, except when excused for his/her own salary and performance review;
6. Serves as executive officer of the budget committee and prepare an educational plan that is the basis for formulating the district's annual budget;
7. Administers adopted Board policies;
8. Annually reviews adopted Board policies and makes recommendations for needed changes;
9. Advises, informs and makes recommendations to the Board on matters of policy and other required action, and informs the Board on all phases of district operation;
10. Provides an ongoing program of communication to and from the community, staff and Board concerning the school program and district activities;
11. Assesses trends and changing procedures in salary negotiations and assists the Board in collective bargaining and salary consultation with district employee groups;
12. Serves as a member of the Board's salary consultation and negotiations teams and makes recommendations to the Board on all issues;
13. Directs the implementation and administration of all agreements resulting from the consultation or negotiation process;

14. Develops and files a complete list of job descriptions for all classes of personnel, reviews and changes those descriptions as needed or directed by the Board;
15. Formulates and recommends for Board adoption such personnel policies as may be necessary for efficient functioning of the school staff. Policies approved by the Board will be included in the written rules and regulations of the district;
16. Makes rules and reasonable regulations to govern routine matters and sees that such rules and regulations are communicated to employees concerned;
17. Resolves problems of operations and settles disputes referred through administrative channels;
18. Works with staff organizations and committees in the development of sound personnel practices and procedures and provides for their implementation;
19. Is responsible for the development, maintenance and operation of a constructive program of in-service, training and education for all school system employees. For this responsibility, the superintendent may employ lecturers, grant temporary leave from work, approve reimbursement for extension or college courses, and develop professional library facilities as required, subject to approval by the Board;
20. Recommends to the Board the appointment, renewal, contract extension, contract nonrenewal, contract nonextension or dismissal of licensed district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
21. Appoints, promotes, demote or discharges classified and nonrepresented employees as provided by state law, Board policy, collective bargaining agreements and meet and confer agreements, as applicable;
22. Assigns or transfers all district employees in accordance with state law, Board policy and the employees' collective bargaining agreement, as applicable;
23. Evaluates the performance of all district administrative personnel in accordance with state law and Board policy and makes recommendations for those positions to the Board before March 15 of each year;
24. Evaluates the performance of certified and classified personnel in accordance with state law, Board policy and the employees' collective bargaining agreement;
25. Assigns and controls the promotion of students;
26. Keeps a continuous inventory of all district property, furniture, material and supplies;
27. Recommends plans for repairs to district property and for new construction and sees that all plans adopted by the Board are properly executed;
28. Establishes procedures to involve teachers, principals, supervisory personnel and representatives from student and community groups in the preparation and selection of courses of study, textbooks and other instructional materials;

29. Recommends textbooks, instructional supplies and school equipment to be purchased by the district;
30. Directs the preparation of the annual budget, prepares the annual budget message for presentation to the budget committee, supervises the administration of all fiscal policies of the district, and serves as custodian of all district funds;
31. Develops and recommends to the Board long-range plans for educational programs, facilities and financial resources that are consistent with population trends, district goals and community needs;
32. Directs the district in its relationships with federal, state and local government agencies;
33. Cooperates with universities and colleges in their student-teacher training programs;
34. Attends local, state and national meetings, conferences and workshops as deemed beneficial to the interests of the district;
35. Visits, as may be required, all district schools as a regular part of schedule and institutes and carries out such regulations as may be necessary to attain their efficient operation;
36. Directs the administrative staff in establishing and changing, as needed, school attendance area boundaries subject to Board approval;
37. In cases of matters not specifically covered by Board policies, takes appropriate action and reports such action to the Board no later than the next regular Board meeting;
38. Has such other power and duties as may be approved by the Board, and as may be necessary to fulfill the functions of the office of superintendent.

END OF POLICY

Legal Reference(s):

ORS 327.133	ORS 342.173	OAR 584-036-0035(1)
ORS 332.075	ORS 342.175	OAR 584-046-0005 to -0024
ORS 332.515	ORS 342.200	OAR 584-048-0085 to -0095
ORS 342.125	OAR 581-022-0102 to -1940	OAR 584-080-0151
ORS 342.140	OAR 581-023-0006 to -0050	OAR 584-080-0152
ORS 342.143	OAR 584-020-0000 to -0045	OAR 584-080-0161

Cross Reference(s):

CBG - Evaluation of the Superintendent