

Harney Education Service District

Code: **CBA**
Adopted: 2/12/03
Readopted: 12/12/12
Orig. Code(s): CBA

Qualifications and Duties of the Superintendent

Assigned by the Board

The superintendent shall perform any duty assigned by the Board and consistent with the stated Board goals of the Harney Education Service District.

Personnel

1. The superintendent shall be responsible for the careful selection of all personnel to be recommended to the Board for employment.
2. The superintendent shall assign the duties of ESD employees.
3. The superintendent shall suspend any employee forthwith, with or without pay, if in his/her opinion it is justified. The superintendent shall notify the Board immediately upon the suspension of an employee. Before any suspension is decided upon, the employee may be heard by the Board in his/her own defense.

Preparation of the Budget

The superintendent, in his/her role as budget officer for the ESD, shall be responsible for compiling all figures necessary for making the annual budget. The superintendent also will prepare estimates and an anecdotal compilation of his/her estimates to assist the budget committee with its work. The superintendent shall also be responsible for the legal compilation and publication of the budget as required by law. The Board shall also hold the superintendent responsible for keeping expenditures legal and within the appropriated amounts.

Approval of Bills

The superintendent will audit all bills for the final approval of the education service district Board.

Public Relations

The superintendent and other members of his/her staff shall engage in public-relations activities.

Work Cooperatively with Local District Administrators

The superintendent shall work closely and cooperatively with local school district administrators to ensure that the education service district services are meeting local district needs while maximizing economies and efficiencies of services.

Professional Competence

The superintendent shall keep abreast of new developments and practices in education.

The Superintendent's Contract

The Board may extend the regularly appointed superintendent's contract for a period of not less than one year upon each renewal. The superintendent's salary is set annually by the Board.

END OF POLICY

Legal Reference(s):

[ORS 334.125](#)
[ORS 334.225](#)
[ORS 342.121](#)
[ORS 342.125](#)
[ORS 342.140](#)
[ORS 342.143](#)
[ORS 342.173](#)

[ORS 342.175](#)
[ORS 342.200](#)

[OAR 581-024-0190 to -0310](#)
[OAR 584-020-0000 to -0045](#)
[OAR 584-023-0006 to -0050](#)

[OAR 584-036-0035\(1\)](#)
[OAR 584-046-0003 to -0024](#)
[OAR 584-048-0085 to -0095](#)
[OAR 584-080-0151](#)
[OAR 584-080-0152](#)
[OAR 584-080-0161](#)

Cross Reference(s):

CBG - Evaluation of the Superintendent