

## Qualifications and Duties of the Superintendent

Title: Superintendent

Job Description: The superintendent is the chief executive office of the district. His/Her functions shall be administrative, supervisory and advisory. He/She shall have full power and responsibility under the sanction of the Board for the proper conduct of the educational and business programs of the district under state and federal laws. He/She shall have full power and responsibility for performing the legal and assigned duties as clerk of the district. He/She shall be held responsible for the successful execution of the adopted policies of the Board in terms of the means provided by the Board and the community.

Qualifications:

1. Masters or Doctorate Degree;
2. A current Oregon administrative license with an authorization for all levels, superintendent's endorsement or a transitional superintendent license;
3. Previous successful teaching and administrative experience.

Reports to: Board

Supervises: Directly supervises all administrators and is responsible for the supervision of all district staff.

### General Duties

1. Placing the adopted policies of the Board into practice.
2. Appraising the evaluating policies and practices in order to improve the local educational programs.
3. Supplying the Board and the community with information concerning the schools in a continuous effort.
4. Furnishing professional leadership to the staff and the Board.
5. Acting as a professional advisor to the Board.
6. Performing legal and assigned duties as clerk of the district.

## Specific Duties

1. The superintendent-clerk is responsible for carrying out mandated actions under the laws of the state of Oregon and the United States and for carrying out all policies, rules and regulations as established by the Board;
2. In cases of matters not specifically covered by Board policies, he/she shall take appropriate action as executive officer of the Board. As he/she deems appropriate, he/she will report to the Board about such actions to provide them with background information;
3. All individuals employed by the Board, except the auditor and legal counsel specifically appointed by the Board, are responsible to the superintendent. An exception may be in respect to specific matters dealing with the Board's relationship with the superintendent including evaluation or compensation. It is within the province of the Board to directly secure the help of the deputy clerk and/or of a special consultant or secretary;
4. The superintendent shall make such rules and regulations and give such instructions to school employees as may be necessary to make policies of the Board effective. He/She may delegate designated responsibilities and assign designated duties. However, such delegation and assignments shall not relieve the superintendent of final responsibility for actions of subordinates;
5. The superintendent shall be present at meetings of the Board except for unavoidable conflicts;
6. The superintendent shall recommend a budget officer to the Board in accordance with the provisions of Oregon Revised Statute (ORS) 294.331 and shall be responsible for preparing the budgets on all funds of the district in accordance with actions by the district budget committee;
7. In accordance with policies of the Board, the superintendent shall have power, within the limits of appropriations of the budget approved by the Board, to approve and/or direct all purchases and expenditures;
8. The superintendent shall recommend to the Board for appointment all personnel required for teaching, administration and supervision. The Board may reject specific candidates recommended by the superintendent, and shall employ other candidates only on his/her recommendation;
9. The superintendent shall be directly responsible for the employment, assignment, transfer, suspension, promotion and dismissal of all classified and nonrepresented personnel required for the operations of the schools;
10. The superintendent recommends the appointment, renewal, contract extension, contract nonrenewal, contract nonextension or discharge of licensed employees of the Board as provided by law, Board policies and the employee's collective bargaining agreement, as applicable, and with such recommendations reported to the Board for approval;
11. The superintendent shall formulate and recommend for Board adoption such personnel policies as may be necessary for efficient functioning of the staff;

12. The superintendent shall provide professional leadership for educational programs of the district. He/She shall formulate necessary developments in educational policies and present them to the Board for their consideration. The superintendent shall develop a system for regularly reporting to the Board all aspects of the district's educational programs for the express purpose of keeping the Board informed;
13. The superintendent and other administrators, under direction from the superintendent and Board, shall be responsible for evaluation of each licensed staff member under instruments designated by the Oregon Department of Education and those developed by the district. Such evaluations shall be done within a calendar as developed and recommended by the superintendent;
14. The superintendent is responsible for the development of a plan for maintenance, improvement or expansion of buildings and sites needed to provide for an adequate educational program;
15. The superintendent is responsible for planning means of keeping the community informed about school matters. He/She shall serve as a representative of the schools before the public;
16. The superintendent shall submit to the Board periodic reports on the operation of the school system. This shall include an annual district goal-setting process;
17. The superintendent shall, in accordance with the approved budget, attend such local, state and national meetings, conferences and workshops as may be deemed beneficial to the interest of the district;
18. The superintendent shall be responsible for the development, maintenance and operation of a constructive program of in-service training and education for all employees of the school system. For this service, he/she has power under budget control to employ lecturers, grant temporary leaves from work, approve reimbursements for extension or college courses and develop professional library facilities as required;
19. The superintendent shall provide assistance as directed by the Board for the district's representation in the process of negotiations with duly elected representatives of the classified and licensed employees of the district. He/She shall do all he/she can to keep said district representatives acquainted with state laws, interpretations of laws and other appropriate communications regarding the negotiation process;
20. The superintendent shall have such other powers and duties as may be approved by the Board and as may be necessary to fulfill the functions of his/her office;
21. The superintendent shall maintain open communication within the administrative team.

Terms of Employment: In accordance with the employment contract between the Board and the superintendent.

Compensation: Salary and benefits are established in accordance with the employment contract.

Evaluation: Evaluation will occur annually as determined by the Board and Board policy.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.075](#)  
[ORS 342.143](#)  
[ORS 342.173](#)  
[ORS 342.175](#)  
[ORS 342.850](#)

[OAR 581-023-0006 to -0041](#)  
[OAR 581-023-0104](#)  
[OAR 581-023-0112](#)  
[OAR 581-023-0220 to -0240](#)  
[OAR 584-020-0000 to -0045](#)

[OAR 584-036-0035\(1\)](#)  
[OAR 584-046-0005 to -0024](#)  
[OAR 584-080-0151](#)  
[OAR 584-080-0152](#)  
[OAR 584-080-0161](#)

**Cross Reference(s):**

CBG - Evaluation of the Superintendent