

Hood River County School District

Code: **CBA**
Adopted: 8/25/93
Readopted: 12/11/13
Orig. Code(s): 2011

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 certificate 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. A minimum of five years' experience in administration of schools, central office administration or as a superintendent of schools.

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.

Performance Responsibilities:

1. Serves as chief executive officer of the Board except as otherwise provided by law; makes rules not in conflict with law or with Board policies; and decides all matters of administrative and supervisory detail in connection with the operation and maintenance of the schools;
2. Initiates and directs the development of policies for approval by the Board, delegating such responsibility to associates and subordinates as deemed desirable;
3. Attends all meetings of the Board except those concerned with his/her own contract status and takes part in the deliberations, but does not vote;
4. Assists the Board in reaching sound judgments, establishing policies and approving those matters which the law requires the Board to approve, places before the Board necessary and helpful facts, comparisons, results of investigations, information and reports and makes available personnel to advise the Board on special or technical matters;

5. Recommends the appointment, contract renewal, contract extension, contract nonrenewal, contract nonextension, discharge and/or suspension of district licensed employees of the Board as provided by law and Board policies and the employee's collective bargaining agreement, as applicable, and with such recommendations reported to the Board for approval;
6. Assigns or transfers licensed employees as provided by state law, Board policies, collective bargaining agreements and meet and confer agreements, as applicable;
7. Appoints, assigns, transfers, promotes, demotes or discharges classified and nonrepresented employees as provided by state law, Board policies, collective bargaining agreements and meet and confer agreements, as applicable;
8. Directs the work of the professional staff in evaluating curricula and textbooks, and upon the basis of such study, makes recommendations to the Board;
9. Supervises the establishment or modification of school attendance and transportation area boundaries subject to Board approval;
10. Directs the preparation of an annual budget showing the estimated receipts and disbursements necessary to cover the needs of the district for the ensuing fiscal year and submits this estimate to the Board in accordance with law;
11. Approves and directs, in accordance with law and Board regulations, purchases and expenditures, within the limits of the budget;
12. Exercises leadership in directing studies of sites and buildings, considering the population trend and the educational and cultural needs of the district, to ensure timely decisions by the Board and electorate regarding construction and renovation projects;
13. Represents the district in dealings with other school systems, social institutions, business firms, government agencies and the general public;
14. Keeps the public informed about modern educational practices, educational trends and the practices and problems in the district;
15. Coordinates funded projects, the administration of grants and ensures that the various departments separate these programs within the guidelines pertaining to the particular program;
16. Implements and interprets Board policies.

The specific enumeration of the superintendent’s duties as detailed above will not act to limit the broad authority and responsibility of the office.

END OF POLICY

Legal Reference(s):

[ORS 327.133](#)
[ORS 332.075](#)
[ORS 332.515](#)
[ORS 342.125](#)
[ORS 342.143](#)
[ORS 342.173](#)
[ORS 342.175](#)

[ORS 342.200](#)

[OAR 581-022-0102 to -1940](#)
[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