

InterMountain Education Service District

Code: **CBA**
Adopted: 1/19/11
Readopted: 11/14/12; 1/20/16

Qualifications and Duties of the Superintendent

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

1. A current Oregon administrative license with a superintendent's endorsement or a transitional superintendent license;
2. A master's or doctorate degree in the field of education, preferably in educational administration;
3. Successful teaching experience;
4. Service as a superintendent or administrative experience in a school system or ESD.

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.

1. The superintendent shall be provided with a position description which lists the responsibilities of the position and the authority delegated to it.
2. The superintendent shall consult with and be advised by the Board on matters relating to implementation of Board policy and other matters necessary in effective management of the district.
3. The superintendent shall keep the Board advised of problems that arise in the management of the district and what steps are being taken to deal with them.
4. The superintendent has the authority to act as needed in the absence of an adopted policy or regulation dealing with an issue.
5. The superintendent shall recommend a chief financial officer when necessary to properly administer district business.
6. The superintendent shall designate an administrative staff member to serve the function of deputy superintendent or chief operating officer and assume the general responsibilities of the superintendent when absent.
7. The superintendent shall be responsible for recommending changes necessary as the result of legislation or administrative regulars from the state.

8. Licensed personnel may be employed by the Board upon recommendation by the superintendent. The superintendent may in emergency situations hire licensed staff as needed to meet the service demands of the district. Such staff will require Board approval at the next regular meeting.
9. The superintendent shall have the authority to employ, assign and discharge classified staff members except as otherwise requested by the Board.

The superintendent shall have the authority to assign, reassign and transfer all personnel to best implement the goals of the district as professional judgment may deem necessary, subject to review by the Board.

END OF POLICY

Legal Reference(s):

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

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

[OAR 581-023-0006 to -0041](#)
[OAR 581-024-0205 to -0310](#)

[OAR 584-020-0000 to -0045](#)
[OAR 584-036-0035\(1\)](#)
[OAR 584-046-0003 to -0055](#)
[OAR 584-080-0151 to -0153](#)
[OAR 584-080-0161](#)

Cross Reference(s):

CBG - Evaluation of the Superintendent