

Qualifications and Duties of the Superintendent

The superintendent shall be the executive and administrative officer of the Board, and as such, shall have full power and responsibility for the proper conduct of business and educational programs of the district.

It shall be his/her duty to execute the will of the Board as expressed in this policy and by motions, resolutions or agreements approved by the Board. He/She shall have the following specific duties:

1. Nominations. He/She shall recommend to the Board, for the appointment, promotion, renewal, contract extension, demotion, contract non-renewal, non-extension or dismissal of all district employees;
2. Assignments. He/She shall assign the duties of all employees with the assistance and advice of other members of the administrative staff;
3. Instruction. He/She shall, with the assistance of principals and teachers, make recommendations concerning educational policies, direct the preparation of courses of study and recommend the adoption of textbooks/instructional materials;
4. Temporary Positions. He/She shall have the power to fill temporary positions and employ substitutes;
5. Business Management. He/She shall direct the business transactions of the district in accordance with the budget and with contracts, agreements and motions previously approved by the Board;
6. Records. He/She shall be the custodian of all public, personnel and student records, all of which are school district property;
7. Attendance at Board Meetings. He/She shall attend all meetings of the Board and its committees except when his/her own tenure or salary is under consideration;
8. Delegation of Duties. He/She may delegate to other members of the staff any powers or duties but such action shall not relieve him/her of responsibility to the Board;
9. Supervision. He/She shall systematically supervise all district employees and their work-related activities;
10. Standards of Performance. He/She shall be expected to perform according to this statement of the job and the goals set for him/her by the Board and in compliance with all applicable Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Performance for Oregon Educators;

11. Advisory to the Board. He/She shall be obligated to serve as the Board's chief advisor and deliver a recommendation on every item of district business which comes to the Board for formal action.

END OF POLICY

Legal Reference(s):

[ORS 327.133](#)
[ORS 332.405 - 332.427](#)
[ORS 332.515](#)
[ORS 342.125](#)
[ORS 342.140](#)
[ORS 342.143](#)
[ORS 342.173](#)
[ORS 342.175](#)
[ORS 342.200](#)

[OAR 581-022-0102 to -1940](#)
[OAR 581-023-0006 to -0050](#)
[OAR 584-020-0000 to -0045](#)
[OAR 584-036-0035 \(1\)](#)
[OAR 584-046-0005 to -0024](#)
[OAR 584-048-0085 to -0095](#)
[OAR 584-080-0151](#)
[OAR 584-080-0152](#)
[OAR 584-080-0161](#)