

## Qualifications and Duties of the Superintendent

### Qualifications

The superintendent shall meet the requirements, for proper licensing in accordance with Teacher Standards and Practices Commission regulations. A masters degree, a minimum of five years of successful teaching experience and successful administrative experience, as required.

### Personnel Relationships

The superintendent is accountable for all activities and personnel in the district. Each building administrator and district supervisor is directly responsible to the superintendent.

### General Functions

The superintendent is the Board's chief executive officer and administrative head of all segments of the district. It is his/her duty to administer the policies of the Board and to provide leadership for the entire district. The superintendent is the professional consultant to the Board, and in this capacity makes recommendations to the Board for changes in Board policies and the educational program.

The superintendent provides the initiative, the motivation and the technical guidance for the improvement of the total program of the district. The delegation of responsibility and authority for the operation of the various functions of the district is one of his/her duties. He/She is, however, directly responsible to the Board for all functions of the district, including:

1. Evaluating;
2. Planning;
3. Reporting;
4. Personnel;
5. Coordination; and
6. Board policies.

The superintendent, as the administrative team leader, will:

1. Exhibit the highest standards of ethical behavior;

2. Keep the Board fully informed regarding activities of the administrative team;
3. Maintain open communications with members of the administrative team, meeting with them at least monthly to evaluate the needs of the district;
4. Delegate all appropriate activities and tasks to members of the administrative team;
5. Require that administrative rules, consistent with district policy, be developed and followed by the administrative team;
6. Evaluate, or cause to be evaluated on an annual basis, every member of the administrative team;
7. Support all Board decisions, including those with which he/she disagrees;
8. Motivate solid, constructive and create employee performance;
9. Exhibit a spirit of trust and confidence when working with the Board and/or members of the administrative team;
10. Allow and encourage divergent points of view to be expressed by subordinates;
11. Defend the Board and members of the administrative team from unjust or unfounded criticism;
12. Seek input from members of the administrative team when developing recommendations for the Board and/or inform the administrative team why input will not be solicited;
13. Demand a high level of performance by the administrative team and encourage the Board to recognize and adequately compensate such performance;
14. Continually update his/her management and leadership skills by reading and seeking appropriate training opportunities;
15. Accept being accountable for decisions and/or actions of the administrative team.

Other specific duties and responsibilities include:

1. Evaluating the effectiveness of all phases of the district program, including curriculum, instruction, books, materials, equipment, supervision, administration, business procedures, personnel procedures, efforts to promote public understanding and other aspects of the total program;
2. Planning for both current situations and for long-range development of program improvements in each of the areas listed above, working closely with other personnel in various divisions of the district organization with the Board;
3. Reporting on the results of his/her evaluation efforts in his/her recommended plans for improvement to the Board and, with the approval of the Board, to the general public through talks, news releases and school-community activities;

4. Serving as the representative of the Board in handling public complaints and criticisms of any phases of the district, bringing unresolved problems to regular or special meetings of the Board;
5. Recommending to the Board the establishment of lay advisory committees when this is deemed appropriate, including a definition of the task of each committee, a suggested time limitation and appropriate procedures for committee operation;
6. Representing the Board, either personally or through delegated representatives, working with all lay advisory committees established by the Board;
7. Making recommendations to the Board, in consultation with other appropriate personnel;
8. Full responsibility, subject to Board approval, for the initial selection of all personnel, the definition of job description and the placement of all personnel;
9. Providing for in-service professional growth of all personnel responsible directly to him/her;
10. Developing procedures for approval of travel requests for all administrators;
11. Coordinating the efforts of all personnel in working toward the achievement of established goals;
12. Developing an orderly system for securing suggestions from and handling grievances of all personnel, bringing any unresolved problems to regular or special meetings of the Board;
13. Anticipating problems, where possible, and recommending appropriate policies to the Board before problems actually arise - trying to be proactive and not reactive;
14. Reviewing policies with the Board continuously, making recommendations for additions, deletions or revisions as he/she deems necessary;
15. Establishing, subject to Board approval, rules and regulations for the implementation of Board policies;
16. Providing overall direction to interdistrict cooperatives in special education and professional technical education;
17. Performing such other duties as the Board may direct.

END OF POLICY

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**Legal Reference(s):**

[ORS 327.133](#)  
[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