

Qualifications and Duties of the Superintendent

Qualifications:

The superintendent will have earned at least a master's degree from an accredited institution with a major in the general area of education. He/She will have had a minimum of five (5) years of successful experience in teaching and administration and must hold a valid Oregon superintendent's credential or a transitional superintendent's license.

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.

Reports To: North Marion Board of Education

Performance Responsibilities:

The superintendent will serve as executive officer of the district and Board and will be charged with the responsibility of implementing the policies of the Board.

The superintendent, in cooperation with the Board Chairman, will prepare the agenda of each Board meeting including all items requested by members of the Board.

The superintendent will attend all meetings of the Board and budget committee except when his/her contract or evaluation is being considered and he/she will participate in all deliberations of the Board and budget committee when such deliberations do not involve the superintendent's employment.

The superintendent will:

1. Administer the schools to conform with adopted policies of the Board and the rules and regulations of the Oregon Department of Education and in accordance with state law;
2. Develop administrative rules and regulations for implementing Board policies;
3. Assist the Board in a continuous appraisal of all policies and rules of the district;

(continued)

Qualifications and Duties of the Superintendent - CBA

(continued)

4. Assume responsibility for all matters relating to supervision and oversight of staff, including but not limited to, evaluation, hiring, discipline, contract renewal, contract nonrenewal, contract extension, contract nonextension, discharge, and assignment of personnel, and shall conduct hearings or meetings relevant thereto, notwithstanding any collective bargaining agreement to the contrary and applicable school board policies;
5. All district personnel, except the district auditor and legal counsel, shall be responsible to the superintendent;
6. Exercise responsibility to organize, reorganize, and arrange the administrative and supervisory staff and teaching staff of the district;
7. The superintendent shall recommend to the Board for appointment, promotion, renewal, contract extension, demotion, contract nonrenewal, contract nonextension or discharge of personnel required for the operation of the district in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable.;
8. Oversee curriculum and instruction and assume responsibility for selection, placement and transfer of personnel, all as determined by law, board policies or collective bargaining agreements.
9. The superintendent is the district clerk, budget officer of the district, and custodian of school funds and is responsible for all duties and related thereto;
10. Submit to the Board for their approval any change in curriculum in the schools of the district;
11. To supervise the preparation of the annual budget, recommend it to the Budget Committee and Board for approval and administer the adopted budget;
12. Act as advisor to the Board in collective bargaining with staff associations and supply such information as is needed for the Board's representatives to function in the bargaining process;
13. Examine the need for additional facilities, recommend to the Board plans for meeting the need and work with the Board selected architect in planning and completing additional facilities;
14. Direct the public information programs of the district;
15. Attend, at the expense of the district, professional meetings within the limit of funds budgeted for this purpose;
16. In order to perform these functions efficiently and economically, the superintendent will delegate responsibilities to other members of the staff. Although the superintendent may depend upon members of his/her staff for valuable advice regarding the discharge of his/her executive duties. The superintendent will have final decision-making power and responsibility for these matters.

17. The Board, individually and collectively, shall promptly refer to the superintendent for his /her study and recommendation, all criticism, complaints and suggestions brought to their attention. The superintendent shall investigate and consider the same and report thereon to the Board when practicable thereafter.

END OF POLICY

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](#)