

**North Wasco County
School District 21**

Code: **CBA**
Adopted: 2/11/04

Qualifications and Duties of the Superintendent

POSITION: Superintendent of Schools

- QUALIFICATIONS:
1. A current Oregon administrative license with a superintendent's endorsement or a transitional superintendent license;
 2. Successful experience as an educational leader and administrator;
 3. 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 license 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;
 4. Other qualifications as determined by the Board.

REPORTS TO: Board of Directors

SUPERVISES: Central office administrators and school principals; and through them, all district personnel.

JOB GOAL: Provide effective administration of all schools and departments, and educational leadership throughout the school system and community.

DUTIES

The superintendent shall have the following primary duties:

1. Serve as the executive officer of the Board - Serve as the executive officer of the Board and be charged with the responsibility of implementing the policies of the Board. He/She shall serve as a clerk of the district without additional compensation. He/She shall prepare the agenda for each meeting of the Board; shall participate in all deliberations of the Board when such deliberations do not involve his/her employment;
2. Administer the schools in conformity with the adopted policies of the Board - Administer the schools in conformity with the adopted policies of the Board, the rules and regulations of the State Board of Education, the Oregon Department of Education and in accordance with state law;
3. Develop administrative regulations and procedures - Develop administrative regulations and

procedures for implementing Board policies and, with the staff, provide a continuous appraisal of all policies originating with the Board.

END OF POLICY

Legal Reference(s):

<u>ORS 334.225</u>	<u>OAR 581-024-0200 to -0310</u>	<u>OAR 584-</u>	<u>OAR 584-080-0152</u>
<u>ORS 342.125</u>	<u>020-0000 to -0045</u>		<u>OAR 584-080-0161</u>
<u>ORS 342.140</u>	<u>OAR 584-023-0006 to -0050</u>		
<u>ORS 342.143</u>	<u>OAR 584-036-0035 (1)</u>		
<u>ORS 342.173</u>	<u>OAR 584-046-0005 to -0024</u>		
<u>ORS 342.175</u>	<u>OAR 584-048-0085 to -0095</u>		
<u>ORS 342.200</u>	<u>OAR 584-080-0151</u>		