

# Nyssa School District 26

Code: **CBA**  
Adopted: 6/11/01  
Revised/Readopted: 10/13/08; 1/14/13; 11/14/16  
Orig. Code(s): CBA

## Qualifications and Duties of the Superintendent

POSITION: Superintendent of Schools

- QUALIFICATIONS:
1. A current Oregon administrative license with an authorization for all levels, 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 experience as an educational leader and administrator;
  4. 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 a 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 Oregon Administrative Rule (OAR) 584-080-0151 and 584-080-0161;
  5. 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: The primary function of the superintendent is to provide leadership in setting and achieving the highest standards of excellence for educational programs and services for students, staff and the community.

### Performance Responsibilities

1. Serves as chief executive officer and professional advisor of the Board except as otherwise provided by law; makes rules not in conflict with law or with the policies of the Board and decides all matters of administrative and supervisory detail in connection with the operation and maintenance of the schools.
2. Develops those rules and administrative procedures necessary to implement Board-approved goals, policies and programs.
3. Coordinate the formation and interpretation of the district's educational philosophy, goals, policies and programs.

The superintendent is authorized to act on his/her own discretion on matters not covered by Board policy with the understanding that such action will be reported to the Board as soon as practicable thereafter. The superintendent may at his/her discretion delegate duties to other employees of the district with the understanding that such delegation does not relieve the superintendent of final responsibility for the action taken.

4. In order to assist the Board in reaching sound judgments, establishing policies and approving those matters which the law requires the Board to approve, places before the Board necessary and helpful facts, comparisons, investigations, information and reports and makes available at the proper time the personal advice on special or technical matters of those persons who are particularly qualified to furnish it. The superintendent shall be free to express his/her views even though they are contrary to those of the Board, but once a policy has been adopted by the Board, he/she shall give it his/her support as if it were his/her own.

In the discharge of these and other responsibilities which may be assigned by the Board, the superintendent will attend all regular and special meetings of the Board except those in which his/her appointment, effectiveness, contract and salary are under consideration. He/She will also serve as an ex officio member of all Board committees.

5. Directs the professional, administrative and supervisory staff in its visitations of the schools under his/her charge; through this staff, directs, assigns and assists teachers and all other educational employees in the performance of their duties; classifies, assigns and controls the promotion of students; and performs such other duties as the Board determines.
6. Conducts continuous evaluation of the schools' operations and furnishes the Board and community with reliable information concerning achievements and requirements of the schools.
7. Supervises student personnel services programs and prepares appropriate local, state and federal reports for special programs.
8. Recommends the appointment, renewal, contract extension, contract nonrenewal, contract nonextension or discharge of licensed employees as provided by law, Board policies and the employee's collective bargaining agreement, as applicable, and with such recommendations reported to the Board for approval.
9. Assigns or transfer licensed employees as provided by state law, Board policies, collective bargaining agreements and meet-and-confer agreements, as applicable.
10. Appoints, assigns, transfers, promotes, demotes or discharges classified and nonrepresented employees as provided by law, Board policies and meet-and-confer agreements as applicable.
11. Directs the work of the professional staff in the evaluation of curriculum and textbooks, and upon the basis of such study makes recommendations to the Board.
12. Supervises the establishment or modification of school attendance and transportation areas subject to approval of the Board.

13. Recommends the appropriate number and types of staff positions for effective operation of the schools.
14. Approves and directs, in accordance with law and regulations of the Board, purchases and expenditures within the limits of the budget.
15. Directs the preparation of an annual budget showing the estimated receipts and disbursements necessary to cover the needs of the district for the ensuing fiscal year and submits this estimate to the Board in accordance with law.
16. Represents the district in dealings with other school systems, social institutions, business firms, government agencies and the general public.
17. Meets periodically with professional and lay groups concerning the school program and transmits to the Board suggestions gained from such meetings.
18. Exercises leadership in directing studies of sites and buildings, taking into consideration the population trend and the educational and cultural needs of the district to ensure timely decisions by the Board and electorate regarding construction and renovation projects.
19. Participates in the activities of local, state and national professional organizations.
20. Studies modern educational thought and practices and conducts an ongoing program to apprise the Board, staff and community of educational trends, issues and practices.
21. Supervises federal projects, student personnel services, extracurricular programs and services.

The specific enumeration of the superintendent's duties as detailed above will not act to limit the broad authority and responsibility of the office.

END OF POLICY

---

**Legal Reference(s):**

[ORS 332.075](#)  
[ORS 342.143](#)  
[ORS 342.173](#)  
[ORS 342.175](#)  
[ORS 342.850](#)

[OAR 581-023-0006 to -0041](#)  
[OAR 581-023-0104](#)  
[OAR 581-023-0112](#)  
[OAR 581-023-0220 to -0240](#)  
[OAR 584-020-0000 to -0045](#)

[OAR 584-036-0035\(1\)](#)  
[OAR 584-046-0005 to -0024](#)  
[OAR 584-080-0151](#)  
[OAR 584-080-0152](#)  
[OAR 584-080-0161](#)

**Cross Reference(s):**

CBG - Evaluation of the Superintendent