

# Ontario School District 8

Code: **CBA**  
Adopted: 12/14/04  
Readopted: 8/18/10  
Orig. Code(s): CBA

## Qualifications and Duties of the Superintendent

**Position:** Superintendent of Schools

**Qualifications:**

1. Required state 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 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;
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:** Provides for effective administration of all schools and departments, and educational leadership throughout the school system and community.

### Personal and Professional Qualities

The superintendent will have the following personal and professional qualities:

1. Knowledge of:
  - a. Elementary and secondary school instructional programs;
  - b. Trends in elementary and secondary education;
  - c. Program evaluation techniques;
  - d. Personnel evaluation practices;
  - e. Consultation and/or negotiation procedures;
  - f. State standards for school buildings and grounds;
  - g. State standards and regulations governing student transportation and school buses;
  - h. Federal regulations and legislation pertaining to school programs;
  - i. Budgeting and accounting procedures;
  - j. Successful management techniques.

2. Skills including ability to:
  - a. Effectively evaluate personnel;
  - b. Write and speak fluently;
  - c. Compile and summarize data;
  - d. Meet and work effectively with a wide variety of people;
  - e. Analyze statistical data;
  - f. Interpret district policy and make appropriate decisions;
  - g. Direct the activities of subordinates;
  - h. Develop alternative solutions to problems;
  - i. Solicit honest staff reactions to proposals;
  - j. Analyze staff proposals for change;
  - k. Accept adversity;
  - l. Coordinate and plan.
  
3. Attitudes including willingness to:
  - a. Adjust to new conditions and situations;
  - b. Accept responsibility;
  - c. Delegate responsibility;
  - d. Address difficult problems;
  - e. Ask for and accept suggestions from staff;
  - f. Encourage suggestions for improvements;
  - g. Engage in a continuous in-service training program;
  - h. Accept direction and supervision;
  - i. Promote the opportunity for exchange of ideas and information between schools and the community.

### **Performance Responsibilities**

The superintendent:

1. Serves as chief executive officer of the Board except as otherwise provided by law, makes rules not in conflict with law or with Board policies and decides all matters of administrative and supervisory detail in connection with the operation and maintenance of the schools;
2. Initiates and directs the development of policies for approval by the Board, delegating such responsibility to associates and subordinates as deemed desirable;
3. Attends all meetings of the Board except those concerned with his/her own contract status and takes part in the deliberations, but does not vote;
4. Assists 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 the personal advice on special or technical matters by those persons who are qualified to furnish it;
5. Implements and interprets Board policies;

6. Recommends the appointment, assignment, transfer, promotion, renewal, contract extension, demotion, contract nonrenewal, contract nonextension or discharge of any employees of the Board 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;
7. Directs the professional supervisory staff in visits to 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;
8. Directs the work of the professional staff in evaluating curriculum and instructional materials and, upon the basis of such study, makes recommendations to the Board;
9. Supervises the establishment or modification of attendance and transportation area boundaries subject to Board approval;
10. 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;
11. Approves and directs, in accordance with law and Board regulations, purchases, and expenditures, within the limits of the budget;
12. Exercises leadership in directing studies of sites and buildings, considering 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;
13. Represents the district in dealings with other school systems, social institutions, business firms, government agencies, and the general public;
14. Keeps the public informed about current educational practices, educational trends, and the practices and problems in the district.

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

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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](#)