

## **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 years of successful experience in teaching, five years of administration suitable for this position, and must hold a valid Oregon administrative license with an authorization for all levels, a superintendent's endorsement or a transitional superintendent license.

### **Duties**

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

The superintendent will schedule meeting places, prepare the agenda and record minutes of each Board meeting including all items requested by members of the Board and other committee meetings authorized by the Board.

The superintendent will attend all meetings of the Board and budget committee except when his/her contract, salary or evaluation is 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.

Upon the absence of the superintendent from the district, he shall in writing designate who will be in charge of the district.

### **The superintendent will:**

1. Administer the schools in conformity with adopted policies of the Board and the rules and regulations of the State 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.
4. Recommend to the Board, the appointment, renewal, contract extension, contract nonrenewal, contract nonextension or dismissal of licensed district employees in accordance with state law, the policies of the Board, and the employee's collective bargaining agreement, as applicable.
5. Appoint, promote, demote or discharge classified and nonrepresented employees as provided by state law, Board policy, collective bargaining agreements and meet and confer agreements, as applicable.

6. Assign or transfer all district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable.
7. Submit to the Board for their approval any change in curriculum in the schools of the district.
8. Be responsible for the improvement of teaching and for the evaluation of all staff members.
9. Submit to the budget committee an estimate of receipts and expenditures for the ensuing year.
10. 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.
11. 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.
12. Direct the public information programs of the district.
13. Attend at the expense of the district professional meetings within the limit of funds budgeted for this purpose.
14. Coordinate the efforts of the district.
15. Close any, or all, schools when hazards exist that may endanger safety of students, including hazardous weather.
16. Recommend attendance boundary changes to the Board, and in cases of overcrowding, the superintendent has authority to make immediate adjustments of attendance boundaries and review with the Board at a subsequent meeting.
17. Whenever it becomes necessary to suspend an employee the superintendent shall immediately report such suspension to all Board members, deputy clerk and attorney for the district, and shall review such suspension at the next meeting of the Board.
18. Visit schools at frequent intervals to appraise educational operations and make inspections to be sure buildings are kept in good repair and safe for students and employees.
19. Exercise general supervision of transportation contractor, designate staff to work with the contractor in establishing routes, and handle transportation problems.
20. Perform such other duties as the Board may assign.
21. 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.

END OF POLICY

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**Legal Reference(s):**

[ORS 327.133](#)  
[ORS 332.075](#)  
[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 -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