

ADMINISTRATION

Superintendent-Board Relations (Responsibilities)

The superintendent shall:

1. Lead the district's comprehensive planning, implementation and evaluation process;
2. Lead internal and external communications;
3. Supervise and evaluate principals and oversee all functions associated with schools which impact students from the time they enter the system through the time they leave the system.
4. Supervise and evaluate executive directors and oversee functions associated with:
 - a. Human Resource Services
 - Planning and implementing functions (job description formulation, salary classifications, staffing allocations, negotiations, and basic education reporting)
 - Recruitment and selection of staff
 - Staff development (orientations and inservices)
 - Performance management (alignment of evaluation process with job description expectations, wellness program and mentoring programs)
 - Employee services (promotions, resignations, suspensions, retirements, dismissals and payroll/employee benefits)
 - Affirmative actions and Title IV actions
 - b. Business Services
 - Risk management (insurance) and student placement
 - Fiscal/budget services (accounting processes)
 - Self supporting functions (aquatics, community education programs)
 - Warehouse functions (purchase of materials, supplies and equipment)
 - Management technology
 - Maintenance (grounds, facilities, plumbing, electrical)
 - Enrollment projections/demographic information/district boundaries/attendance areas
 - Construction and food services
 - State and federal audits
 - Record-keeping actions
 - c. Curriculum and Instruction Services
 - Development and implementation of outcomes of significance and student learning outcomes in all program/content areas
 - Research, planning and development of curriculum and instruction
 - Implementation of curriculum and instruction
 - Evaluation/continuous improvement revisioning of curriculum and instruction related to outcomes

- Instructional technology
 - Coordination of curricular materials and instructional techniques to support outcomes
- d. Special Program Services
- Planning, implementing and evaluation of state and federal programs and projects (special education, remedial programs, enrichment programs)
 - Early education programs
 - American disabilities actions
 - Grants management for special services
- e. Community and Pupil Services
- Health services
 - At-risk programs
 - Drug and alcohol programs
 - Vocational programs
 - Alternative programs
 - Grants management for community and pupil services
 - Student attendance and discipline hearing actions
 - Athletic program
- f. Operations Services
- Transporting of students
 - Repairing of vehicles
 - Cleaning of facilities
 - Security and safety of personnel and property
 - Facility usage
 - Asbestos actions
5. Perform other duties as assigned by the board.

Revised: May 26, 1993

Revised: February 9, 1994