

Nebo School District Board of Education

Policy CBA

QUALIFICATIONS AND DUTIES OF SUPERINTENDENT

(Job Description)

TITLE: Superintendent of Schools

QUALIFICATIONS:

The Superintendent shall meet the requirements for Utah State General Administrators credential as prescribed by the State Board of Education.

GENERAL FUNCTIONS:

The Superintendent is the Board's chief executive officer and administrative head of all divisions and departments of the school system. It is his duty to administer the policies of the Board and to provide leadership for the entire school system. The Superintendent is the professional consultant to the Board, and in this capacity makes recommendations to the Board for changes in the Board policies and the educational program.

The Superintendent provides the initiative, the driving force, and the technical guidance for the improvement of the total program of the school system. The delegation of responsibility and authority for the operation of the various functions of the school system is one of his duties. He is however, directly and irrevocably responsible to the Board for all functions of the school, including (a) evaluation; (b) planning; (c) reporting; (d) personnel; (e) coordination; and (f) Board policies.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Evaluating the effectiveness of all phases of the school program, including curriculum, instruction, books, materials, equipment, supervision, administration, business procedures, personnel procedures, auxiliary services, efforts to promote public understanding, and other aspects of the total program.
2. Planning for both current situations and for long-range development of program improvements in each of the areas listed above, working closely with other personnel in the various divisions of the school organization and with the Board.
3. Reporting on the results of his evaluation efforts and his recommended plans for improvement to the Board, and, with the approval of the Board, to the general public through speeches, news releases, and school community activities.
4. Serving as the representative of the Board in handling public complaints and criticisms of any phases of the school system, bringing unresolved problems to regular or special meetings of the Board.
5. Recommending to the Board the establishment of lay advisory committees when this is deemed appropriate, including a definition of the task of each committee, a suggested time limitation, and appropriate procedures for committee operation.

6. Representing the Board, either personally or through delegated representatives, in working with all lay advisory committees established by the Board.
7. Making recommendations to the Board, in consultation with other appropriate personnel, concerning the employment, promotion, or separation of all personnel.
8. Full responsibility, subject to Board approval, for the initial selection of all personnel, the definition of job responsibilities, and the placement of all personnel.
9. Providing for inservice professional growth of all personnel responsibility directly to him.
10. Developing procedures for approval of travel requests for all administrators.
11. Coordinating the efforts of all personnel in working toward the achievement of established goals.
12. Developing an orderly system for securing suggestions from and handling grievances of all personnel, bringing any unresolved problems to regular or special meetings of the Board.
13. Anticipating problems, where possible, and recommending appropriate policies to the Board before problems actually arise.
14. Reviewing policies with the Board continuously, making recommendations for additions, deletions, or revisions as he deems necessary.
15. Establishing, subject to Board approval, rules and regulations for the implementation of Board policies.
16. Providing overall direction to interdistrict cooperatives in special education and vocational education.
17. Performing such other duties as the Board may direct.

Date: 7/78