

Administration

Superintendent Responsibilities and Duties

The Governing Board desires to set clear expectations of the Superintendent's responsibilities and duties in order to establish a productive working relationship with the Superintendent, ensure that the work of the Superintendent is focused on student learning and achievement and the attainment of the district's vision and goals. The Board also desires to provide a fair basis for holding the Superintendent accountable. The responsibilities of the Superintendent are detailed in law, Board Policies and Administrative Regulations, and the Superintendent's contract.

As the chief executive officer of the district, the Superintendent shall implement all Board decisions and manage the schools in accordance with law and Board policies. The Superintendent has responsibilities related to students and the instructional program, personnel, non-instructional operations, and the community. The Superintendent also serves as a member of the district's governance team and has responsibilities to support Board operations and decision making.

The Governing Board delegates to the Superintendent the power to make decisions concerning internal operations of the School District.

The Superintendent may delegate any of his/her responsibilities and duties to other district staff but remains accountable to the Board for all areas of operation under the Superintendent's authority.

The Board requests the Superintendent to seek its counsel with respect to needed decisions based upon policy when the subject is controversial or emotion-laden. Whenever the Superintendent takes action in such sensitive matters before consulting the Board, he/she is requested to discuss with the Board the basis for his/her decision to help the Board support him/her whenever criticisms or objections are voiced.

The Superintendent must play a key role in the collective bargaining process. He/she shall provide advice and leadership to the Board and the District's chief negotiator.

Professional Development

The Board encourages the Superintendent to pursue a course of professional development which will keep him/her informed on current educational thought and practices. Professional development within the District may include the reading of books, periodicals, or other publications on the field of education. The Superintendent is encouraged to attend educational conferences, seminars, workshops, professional meetings, and to visit other school systems in the interest of improving the District's instructional program and overall operation. The Superintendent shall keep the professional staff informed of new developments in the field of education.

Legal Reference: Education Code

17604 Delegation of powers to agents

17605 Delegation of authority to purchase supplies, equipment and services

35020-35046: Powers and duties of superintendent

48900 Authority of superintendent to recommend suspension or expulsion