

## SUPERINTENDENT DUTIES

The board employs a superintendent of schools to serve as the chief executive officer of the board. The board delegates to the superintendent the authority to implement board policy and to execute decisions made by the board concerning the internal operations of the school district, unless specifically stated otherwise.

The superintendent shall be responsible for the implementation and execution of board policy and the observance of board policy by employees and students. The superintendent shall be responsible for overall supervision and discipline of employees and the education program.

In executing the above-stated duties, the superintendent shall consider the financial situation of the school district as well as the needs of the students. Specifically the superintendent shall:

- Be in all respects the chief executive officer of the Board except as otherwise provided by law. He/she shall have the power to make rules not in conflict with law or with the policies of the Board, and decide all matters of administrative and supervisory detail in connection with the operation and maintenance of the schools.
- Be directly responsible to the Board. He/she will be expected to initiate and direct the development of policies for the approval of the Board, and to delegate such responsibilities to associates and subordinates, as he/she may deem desirable. The Superintendent shall be responsible for communicating helpful and regular information to the Board and to develop meeting agendas.
- Attend all meetings of the Board except those concerned with his/her own contract status and be granted the privilege of taking part in the deliberations. The Superintendent shall not vote.
- In order to assist the Board in reaching sound judgments, establishing policies and approving those matters which the law requires the Board to approve, be responsible for placing before the Board, necessary and helpful facts, comparisons, investigations, information and reports and for making available at the proper time the personal advice on special or technical matters, or of those persons who, in his/her opinion or that of the Board or the President, are particularly qualified to furnish it.
- Have the power to recommend the appointment, assignment, transfer, promotion, demotion, discharge, and/or suspension of all employees of the Board as provided by law and the policies of the Board, with such recommendations reported to the Board for final approval and confirmation. The Superintendent has authority over the administrative structure and staff of the district, and may rearrange duties to serve the interests and needs of the district.

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- Direct the professional supervisory staff in its visitations of the school under his/her charge. Through his/her staff, the Superintendent shall direct, assign, and assist teachers and all other educational employees in the performance of their duties; classify, assign, and control the promotion of pupils; and perform such other duties as the Board determines.
- Direct the work of the professional staff in the evaluation of curriculum and textbooks, and upon the basis of such study shall make recommendations for consideration and judgment.
- Supervise the establishment or modification of the boundaries of school attendance and transportation areas subject to the approval of the Board.
- Direct the preparation of an annual budget showing the estimated receipts and disbursements necessary to cover the total needs of the district for the ensuing fiscal year and submit this estimate to the Board in accordance with the requirements of the law.
- Approve and direct, in accordance with law and rules of the Board, purchases and expenditures, within the limits of the detailed budget approved by the Board.
- Exercise leadership in directing necessary studies of sites and buildings, taking into consideration the population trends and the educational and cultural needs of the district in order to ensure timely decisions by the Board and the electorate regarding construction and renovation projects.
- Represent the district as its chief executive officer in all dealings with other school systems, social institutions, business firms, agencies of government, and the general public.
- Keep the public informed about modern educational practices, educational trends, and the practices and problems in the school district.

This list of duties shall not act to limit the board's authority and responsibility over the superintendent. In executing these duties and others the board may delegate, the superintendent shall consider the school district's financial condition as well as the needs of the students in the school district.

Legal Reference: Iowa Code §§ 279.8, .20, 23A (2013).  
281 I.A.C. 12.4(4).

Cross Reference: 209 Board of Directors' Management Procedures  
301 Administrative Structure  
302 Superintendent

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