

TITLE: District Superintendent

EVALUATED BY: Board of Trustees

RESPONSIBILITIES AND LEGAL AUTHORITIES OF OFFICE:

1. The district superintendent is the chief executive officer of the Governing Board (Education Code 35035).
2. The superintendent shall act as secretary to the board.
3. The superintendent is responsible for carrying out all policies established by the board.
4. In cases not specifically covered by board policies, the superintendent shall take appropriate action and report such action to the board no later than the next board meeting.
5. All individuals employed by the board are responsible to the superintendent.
6. The superintendent shall establish such regulations and give such instructions to school employees as may be necessary to make the policies of the board effective. Such delegation and assignments, however, shall not relieve the superintendent of final responsibility for actions of subordinates.
7. The superintendent shall be present at all meetings of the board and its special committees, except when matters pertaining to his/her reemployment are being considered by the board. The superintendent shall be the advisor to the board in all its deliberations.
8. The superintendent shall be responsible for preparing and submitting the district budget to the board for the ensuing fiscal year. He/She shall revise and take any other action concerning the budget as the board may designate.
9. The superintendent shall submit quarterly financial and budgetary reports to the Governing Board. The report shall include any outstanding obligations incurred by the school district.
10. In accordance with policies of the board, the superintendent shall have the power within the limits of major appropriations approved by the board to approve and direct all purchases and expenditures.
11. The superintendent shall have the power to enter into any contracts on behalf of the Governing Board (Education Code 35035).

12. In the event of malfeasance in office, the superintendent shall be personally liable to the school district for any and all moneys of the district paid out as a result of the malfeasance. (Education Code 17604)
13. The superintendent shall submit his/her recommendations in respect to all candidates for employment. The board shall accept or reject such recommendations, but shall employ candidates only on the superintendent's recommendation.
14. The superintendent shall determine whether certificated employees have a valid certificate as required by law (Education Code 35035).
15. The superintendent shall formulate and recommend, for the consideration of the board, personnel policies needed for efficient functioning of the district staff.
16. The superintendent shall assign all certificated personnel within the district subject to board approval.
17. The superintendent shall have the power to transfer certificated employees from one school to another. His/Her decision shall be based on the best interest of the district and be consistent with the adopted board policy concerning transfers (Education Code 35035).
18. The superintendent shall provide professional leadership for the education program of the schools. He/She shall formulate educationally sound policies and present them to the board for consideration. The superintendent shall regularly report to the board on all aspects of the district's education program.
19. The superintendent shall be responsible for the evaluation of the superintendent's executive staff.
20. The superintendent is responsible for the development of a plan for maintenance, improvement, or expansion of building and site facilities.
21. The superintendent is responsible for planning means of keeping the community informed about school matters. He/She shall serve as a representative of the schools before the public.
22. Within budget appropriations and travel policy set by the board, the superintendent is authorized to approve travel expenses for employees on official business.
23. The superintendent shall submit to the board an annual report on the operation of the school system, as well as any special reports requested by the board.

24. The superintendent shall keep and regularly update an inventory of all property, furnishings, material, and supplies of the district.
25. The superintendent shall recommend to the Governing Board a student's suspension or expulsion under the appropriate circumstances (Education Code 48900).

DUTIES OF THE SUPERINTENDENT

1. Assists the Board of Trustees in the formulation of district policy.
2. Assesses the district, its environment and people, to determine its educational needs in order to recommend appropriate district goals.
3. Establishes, implements, and evaluates appropriate programs to attain district goals.
4. Delegates authority and responsibility for carrying out the functions of the school district.
5. Provides for the evaluation of the school district's programs.
6. Directs to the board all actions regarding employment, leave, assignment, classification, transfer, retirement, resignation, promotion, suspension, or dismissal of employees.
7. Maintains control of the district's fiscal services involving budgeting, purchasing, and accounting.
8. Directs the school building program and manages the district's capital assets.
9. Interprets and informs staff as to state, county, and school district laws and policies, regulations, and procedures. Works with the office of the county counsel to clarify meanings of code provisions.
10. Directly supervises the assistant superintendents and school principals to attain the educational goals and objectives of the district and the individual schools.
11. Directs the community relations program of the school district providing ways in which community groups and individuals can receive desired information regarding the operation of the school district.
12. Provides liaison between the school district and all public and private agencies, including local, state, and federal governments, in their relations with the school district.

13. Participates in the work of appropriate professional education associations at the local, state, and national levels for the purpose of enhancing his/her ability to serve the Board of Trustees, staff, students, and the public.
14. Reports periodically to the Board of Trustees concerning all aspects of the school district goals.
15. Participates in appropriate community organizations and functions for the purpose of obtaining support and understanding for the attainment of the school district goals.
16. Represents the Board of Trustees in relationships with students, staff, parents, organizations, and citizens.
17. Provides leadership for the continued development of the capabilities of district staff members.
18. Recognizes and adheres to the ethical standards of the Association of California School Administrators (ACSA).
19. Performs other duties as the Board of Trustees may determine.

Legal References:

Education Code

35020	Duties of Employees
35026	Employment of District Superintendent
35028	Qualifications for Employment
35029	Waiver of Credential Requirements
35031	Term of Employment
35032	Salary Increases
35035	Additional Powers and Duties of Superintendent
48900	Student Suspension and Expulsion

Board of Trustees:

April 27, 1972

Revised: June 14, 1990

Reviewed: September 1993

References Revised: May 2004

Revised: May 13, 2010

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