

PANORAMA COMMUNITY SCHOOL DISTRICT

SUPERINTENDENT OF SCHOOLS: FUNCTIONS

The Superintendent of Schools shall:

- A. 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.
- B. Be directly responsible to the Board; he/she shall be expected to initiate and direct the development of policies for the approval of the Board and to delegate such responsibility to associates and subordinates as he/she may deem desirable.
- C. Attend all meetings of the Board except those concerned with his/her own contract status and be granted the privilege of taking part in deliberations.
- D. 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, of those persons who, in his/her opinion or that of the Board or the President, are particularly qualified to furnish it.
- E. 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.
- F. Direct the professional supervisory staff in its visitations of the schools under his/her charge. Through his/her staff he/she 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.
- G. Direct the work of his/her professional staff in the evaluation of curriculum and textbooks, and upon the basis of such study shall make recommendations for consideration and judgment.
- H. Supervise the establishment or modification of the boundaries of school attendance and transportation areas subject to approval of the Board.
- I. 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.
- J. Approve and direct, in accordance with the law and rules of the Board, purchases and expenditures, within the limits of the detailed budget approved by the Board.
- K. Direct the formulation of salary programs and make recommendations regarding the same to the Board. After their adoption by the Board, he/she shall assign salaries to personnel on the basis of said programs.
- L. Exercise leadership in directing necessary studies of sites and buildings, taking into consideration the population trend and the educational and cultural needs of the district to assure timely decisions by the Board and electorate regarding construction and renovation projects.
- M. 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.
- N. Keep the public informed about modern educational practices, educational trends, and the practices and problems in the school district.

SPECIFIC ENUMERATION OF THE DUTIES OF THE SUPERINTENDENT AS DETAILED ABOVE SHALL NOT ACT TO LIMIT THE BOARD AUTHORITY AND RESPONSIBILITY OF THE OFFICE OF SUPERINTENDENT.

Legal Reference: (Code of Iowa), 279.13, 279.14

Approved: 9-17-90

Reviewed: 1999, 2002, 2007, 2011

Revised: _____