



## **PROCEDURES: THE BOARD-SUPERINTENDENT RELATIONSHIP**

### Superintendent Duties

The superintendent is the person chosen to translate the will of the Board into administrative action. The following functions are among those which should be fulfilled by the superintendent. The list is not intended to be complete, but rather to be suggestive and helpful.

1. The superintendent of schools shall be considered the chief executive officer for the Board of Directors.
2. The superintendent is responsible for carrying out all policies, rules and regulations established by the Board or by law.
3. All individuals employed by the Board are responsible, either directly or indirectly to the superintendent of schools.
4. The superintendent shall make such rules and give such instructions to school employees as may be necessary to make policies of the Board effective. The superintendent may delegate responsibilities and assign duties. However, such delegation and assignments shall not relieve the superintendent of final responsibility for actions of subordinates.
5. Except when matters pertaining to his/her re-employment are being considered by the Board, the superintendent shall be present at all meetings of the Board and its special committees. He/she should act as an advisory officer to the Board.
6. The superintendent shall be responsible for preparing or supervising the preparation of a budget for the ensuing fiscal year and submitting the budget to the Board.
7. In accordance with policies of the Board, the superintendent shall have power within the limits of major appropriations approved by the Board, to approve and direct all purchases and expenditures.
8. The superintendent shall submit to the Board his/her recommendations for all candidates for employment or for re-assignment of administrative personnel.
9. The superintendent, while observing necessary laws related to negotiations, shall formulate and recommend personnel policies requisite for efficient functioning of the school staff for the consideration of the Board and personnel. Policies approved by the Board shall be implemented

by written rules and regulations. The superintendent shall be responsible for the assignment of all personnel within the school district.

10. The superintendent shall provide professional leadership for the educational program of the schools. The superintendent shall be responsible for formulating necessary developments in educational policies and present them to the Board for its information and consideration. The superintendent shall develop a system for regularly reporting to the Board all aspects of the school district's educational program for the express purpose of keeping the Board informed.
11. The superintendent shall formulate and administer means of periodically evaluating the efficiency of each staff member based on the legal requirements found in RCW 28A.405.100.
12. The superintendent is responsible for the development of a plan for maintenance of the buildings. When necessary he/she shall develop a plan for expansion of buildings and site facilities needed to provide properly for an adequate educational program.
13. The superintendent is responsible for planning means of keeping the community informed about school matters and shall serve as a representative of the schools before the public.
14. Within budget appropriations and travel policy approved by the Board, the superintendent is authorized to approve expenses for employees traveling on official business.
15. The superintendent shall regularly update the Board on the operation of the school system. Special reports asked for by the Board shall be submitted within reasonable time.
16. The superintendent shall supervise the keeping of a continuous inventory of all property, furniture, materials and supplies of the school district.
17. The superintendent shall formulate and administer a program of supervision for the schools.
18. The superintendent shall serve as educational advisor to the Board of Directors. He/She shall be encouraged and expected to attend informational meetings that will benefit the educational process of the school district and better enable him/her to fulfill the function of educational advisor to the Board.
19. The superintendent shall perform other duties as assigned by the Board.

#### Staff Communications to the Board

All communications or reports to the Board or individual board members from principals, supervisors, teachers, or other staff members shall be submitted through the superintendent. This shall not deny any staff member's right to appeal to the Board regarding administrative decisions, provided that the superintendent shall have been notified of the forthcoming appeal and that it is processed according to the applicable procedures on complaints and grievances.

#### Board Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the superintendent. The superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's priorities, concerns and actions.

#### Visits to Schools

Individual board members interested in visiting schools or classrooms will make arrangements for visitations through the principals of the various schools. Such visits shall be regarded as expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by board members will be carried on only under board authorization and with the full knowledge of staff, including the superintendent, principals and other supervisors.

#### Social Interaction

Staff and board members share a keen interest in the schools and in education. When they meet at social affairs and other functions, informal discussion on such matters as educational trends, issues, and innovations and general district problems can be anticipated. Discussion of personalities or staff grievances is not appropriate.