

DUTIES OF THE SUPERINTENDENT

The Superintendent of Schools is the executive and advisory officer of the Board of Education and the chief administrative officer of the school system. As such, he/she shall, when possible, attend all meetings of the Board except when his/her own election, contract renewal and salary are under consideration.

Advisor to the Board of Education

The Superintendent shall report to the Board regularly on the state of the school system and the progress of the educational program.

She or he shall bring to the Board for its consideration all matters of school policy, and any matters of school business which, in his/her judgment, should be referred to the Board, and he/she shall be prepared to make recommendations on all such matters he/she refers to the Board.

He or she shall assist the Board in the development of policy and account to the Board for the operation of policy as established.

The Superintendent shall see to it that all legal requirements for the operation of the schools are complied with, referring on points of law to the Board Attorney and consultants, as authorized by the Board.

Formulation of Administrative Regulations

The Superintendent shall establish and enforce the administrative regulations necessary to insure proper and full execution of Board policy.

She or he shall forward copies of administrative regulations to the Board prior to their implementation.

Courses of Study

The Superintendent shall, each year, make recommendations on the courses of study to be taught.

Assignment of Pupils and Classes

The Superintendent shall have the authority to assign pupils and classes to buildings subject to the approval of the Board.

School Calendar

The Superintendent shall, each year, recommend a school calendar for Board adoption.

Table of Organization

The Superintendent shall recommend for Board approval the kinds and numbers of administrators he/she needs to help him/her administer the educational program and shall prepare for the Board a table of administrative organization showing all line and staff relationships.

Job Descriptions

Within the general framework of the table of organization, the Superintendent shall be empowered to make the detailed duty assignments for his/her administrators that efficient management requires. He/She shall prepare and make available, at all times for Board inspection, a file of job descriptions of key administrators and shall inform the Board of any significant changes of administrative assignment, as they occur.

Staffing

The Superintendent shall make recommendations on the appointment of administrators, teachers and all other employees of the district.

Planning

The Superintendent shall make a continuing study of the educational needs of the community and the growth trends in student enrollment. Accordingly, he/she shall bring to the Board his/her recommendations for staffing curriculum modification, changes in facilities, or new construction.

On all approved building projects, the Superintendent shall be chief liaison officer between the Board and the architect and the prime contractors.

Supervision of Operations and Management

The Superintendent shall have responsibility for the supervision of instruction, the assignment and performance evaluation of all district personnel, and delegation of authority.

Further, he/she shall have responsibility for buildings and grounds, the business management of the school system, and the maintenance and custody of official records and accounts and the security of official documents.

Budget Planning, Development and Execution

The Superintendent shall develop for Board consideration a program budget for each fiscal year and shall be prepared to show how the budget proposed will implement a comprehensive, well-conceived program of education. He or she shall then be responsible for seeing that the budget, as adopted, governs expenditures.

The Superintendent shall prepare an annual evaluation report on all school programs to initiate the budget-planning cycle for the following fiscal year.

Public Relations

The Superintendent shall serve as an educational leader in the community, shall speak for the schools in public, and shall inform and advise parents and citizens, as needed, about the operation of the schools and the nature of the educational program.

Security of Property

It shall be the responsibility of the Superintendent to see to it that all reasonable precautions are taken to protect the property of the North Colonie

Central Schools against loss or damage by human act or negligence and to establish whatever safeguards and systems of inventory control and periodic inspection are necessary to maintain such security.

Emergency School Closings

He/she shall have the authority to close the schools temporarily whenever conditions, in his/her judgment, are such as to endanger the well-being of the students and employees.

Duties of Office and Special Assignments

The Superintendent shall perform all other duties incumbent upon his/her office, as required by law or as assigned to him/her by the Board.

Note: Prior policies, 2112, 2112.1, 2112.2, 2112.3, 2112.4, 2112.5, 2112.6, 2112.7, 2112.8, 2112.9, 2112.10, 2112.12, 2112.13

Policy Adopted: October 9, 1973
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