The Superintendent of Schools is the executive and advisory officer of the Board of Education and the chief executive officer of the school district as defined by New York State education law. The Superintendent will attend all meetings of the Board including executive sessions except when the selection, evaluation, contract renewal and/or salary for the superintendent are under consideration. The superintendent will be excused from attendance if away on school business, due to illness, or a personal matter as requested by the Superintendent and approved by the Board President.

The duties and responsibilities of the Superintendent are as stated in the Superintendent’s employment agreement/contract and as determined by the laws and regulations of New York State. More specifically those duties and responsibilities are:

- To be the chief executive officer of the school district and the educational system, and to have the right to speak on all matters before the Board, but not to vote.
- To enforce all provisions of the law and all rules and regulations relating to the management of the schools and other educational, social and recreational activities under the direction of the Board of Education.
- To provide appraisal of all school policies originating with the Board and advise the Board on the need for new and/or revised policies.
- To recommend to the Board for adoption all courses of study. The content of each such course shall be submitted to the Board of Education for its approval and, when thus approved, the superintendent shall cause such courses of study to be used in the grades, classes and schools for which they are authorized.
- To recommend suitable lists of textbooks to be used in the schools.
- To have supervision and direction of assistant and other superintendents, directors, supervisors, principals, teachers, lecturers, health professionals, nurses, attendance officers, custodial workers and other persons employed in the management of the schools or the other educational activities of the district authorized by this chapter and under the direction and management of the Board of Education; to report to such board violations of policies, regulations and cases of insubordination, and to suspend an assistant or other superintendent, director, supervisor, expert, principal, teacher or other employee until the next regular meeting of such Board, when all facts relating to the case shall be submitted to such Board for its consideration and action.
- To have supervision and direction over the enforcement and observance of the courses of study, the examination and promotion of pupils, and over all other matters pertaining to playgrounds, health and safety, recreation and social services, libraries, lectures, and all other education activities under the management, direction and control of the Board of Education.
- To perform such other duties as the Board may determine.

Ref: Education Law §§1604(8); 1711; 1804

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