

## BOARD POLICY

Superintendent, Functions and Responsibilities of

- A. The superintendent shall attend all meetings of the Board and all committee meetings of the Board except when the evaluation, salary, tenure, or contract of the superintendent are being considered. The superintendent shall have the right to speak in Board or committee meetings on all matters before the Board or committee.
- B. The superintendent shall act as the agent for all official communications of the Board to all of its employees and for all official communications of all employees to the Board. All orders of the Board relating to the direction of the certificated and classified personnel shall be given through the superintendent.
- C. The superintendent shall be responsible for:
  - 1. Preparation of an agenda for each Board meeting
  - 2. Supervision of preparation for the Board meeting
  - 3. All district reports, resolutions, and other official documents
  - 4. All correspondence in the name of the district or the Board
  - 5. Releases for publication of information relating to Board action or policies
- D. The superintendent shall act as adviser to the Board in all matters pertaining to the welfare of the schools.
- E. The superintendent shall submit to the Board a copy of the annual statement of receipts and expenditures and a tentative budget of income and expenditures for the succeeding year.
- F. On all matters brought before the Board, the superintendent shall be prepared to make a recommendation to the Board on the action(s), if any, to be taken.
- G. All decisions relating to the employment and duties of all district employees shall be made by the Board based upon recommendations made by the superintendent.

- H. The superintendent shall assign all teachers, principals, and other employees and make all transfers necessary to the successful operation of the schools.
- I. The superintendent shall provide for the employment of temporary or emergency laborers and clerical assistance.
- J. The superintendent shall provide for securing and assigning substitute teachers for those teachers who are absent.
- J. Within the constraints of provisions of adopted policy, the superintendent shall promote professional study for improvement of skills and expertise among the personnel.
- K. The superintendent shall be evaluated annually using the tool in Board Policy 1112.2. The tool will be used as a guide. Revisions may be made annually to fit the goals of the Board.

Ref: EC Sections 35026-35038, 35161, 42130

Adopted: December 11, 1968

Revised: August 27, 1979

Reviewed: March 4, 1986

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Revise: May 5, 2015