

SUPERINTENDENT DUTIES

The superintendent shall:

- a. Be in all respects the chief executive office of the board except as otherwise provided by law, 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 School.
- b. Be directly responsible to the board, 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 may be deemed desirable.
- c. Attend all meetings of the board except those concerned with the superintendent's own contract status and be granted the privilege of taking part in the deliberations, but shall not vote.
- 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 the superintendent's 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 all the schools. Through the staff the superintendent 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 the professional staff in the evaluation of curriculum and textbooks, and upon the basis of such study shall make recommendations for consideration and judgment.

Approved: Feb. 11, 1985

Reviewed: Aug. 24, 2005

Revised: _____

SUPERINTENDENT DUTIES (cont.)

- 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 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 same to the board. After their adoption by the board, the superintendent 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 office 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 BROAD AUTHORITY AND RESPONSIBILITY OF THE OFFICE OF SUPERINTENDENT.

Legal Reference: Iowa Code §§ 279.8, .20 (1995).
281 I.A.C. 12.4(4).

Cross Reference: 209 Board of Directors' Management Procedures
301 Administrative Structure
302 Superintendent