

Administration

Series 300

Policy Title Superintendent of Schools-Functions

Code No. 301.3

The Superintendent of Schools shall:

- a. Be in all respects the chief executive officer of the Board except as otherwise provided by law. He/She 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 schools.
- b. Be directly responsible to the Board; he/she 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 he/she may deem desirable.
- c. Attend Board meetings and Board committee meetings except those concerned with his/her 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, establish 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 his/her opinion or that of the Board or the President, are particularly qualified to furnish it.
- e. Make recommendations to the board for the selection of employees for the school district; make and record assignments and transfers of all employees pursuant to their qualifications; employ such employees as may be necessary, within the limits of budgetary provisions and subject to the board's approval; recommend to the board,

for final action, the promotion, salary change, demotion, or dismissal of any employee.

- f. Grant temporary leaves of absence and employ substitutes to fill such vacancies among the employees with authority to terminate the services of such substitutes as seems expedient to do so.

He/She shall have the authority to call meetings of staff members on matters pertaining to the schools and require their attendance at same with absences being dealt with as if from a regular session of school.

- g. Direct the professional supervisory staff in its visitations of the schools under his/her charge. Through his/her staff, he/she shall direct, assign teachers and all other educational employees in the performance of their duties; make changes in assignment or suspend any employee as may be necessary to preserve the general welfare of the schools. In the event of a suspension of a contracted employee, the Superintendent shall report same to the Board of Directors not later than its next regular meeting.
- h. Direct the work of his/her professional staff in the development of curriculum course of study, textbooks, and methods of instruction and upon the basis of such study shall make recommendations for consideration and judgment.
- i. Supervise the establishment or modification of the boundaries of school attendance and transportation areas as may result in more efficient teaching loads or more equitable divisions of school territory subject to approval of the Board.
- j. Through his/her staff, classify, assign, and control the promotion of pupils. He/She has authority, for cause, to transfer a pupil of gross misconduct or insubordination to school authority or regulations.

- k. 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.
- l. Assist in the formulation of salary programs and make recommendations regarding same to the Board. After their adoption by the Board, he/she shall assign salaries to personnel on the basis of said programs.
- m. 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 construction and renovation projects.
- n. Represent the district as its chief executive officer in all dealings with other school systems, social institutions, business firms, agencies of government, and the general public.
- o. Keep the public informed about modern educational practices, educational trends, and the practices and problems in the school district.
- p. Keep himself/herself informed in regard to successful school systems in other cities, their organization, methods of instruction, and such other matters as may assist the Board to legislate wisely for the best interests of the Schools. To this end, his/her expenses shall be paid while visiting other school systems or while in attendance at educational conferences within the limits set by the Board in its adopted budget.  
  
He/She may be absent from the city when on school business or when otherwise authorized by the President of the Director of Board.

- q. Supervises (or designee) evaluates the Director of Instruction, Director of Finance, Director of Human Resources, Technology, Director of Special Services, Transportation Director, Food Service Director, Operations/Maintenance Director, and Communications Director.
- r. Supervise development of the Annual Capital Improvement Plan.
- s. Coordinate and implement district planning.

SPECIFIC ENUMERATION OF THE DUTIES OF THE SUPERINTENDENT AS DETAILED ABOVE SHALL NOT ACT TO LIMIT THE BOARD AUTHORITY AND RESPONSIBILITY OF THE OFFICE OF SUPERINTENDENT.

Adopted: Fall, 1969

Legal Reference: (Code of Iowa)

Reviewed: October 15, 2007  
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Cross Reference: