

## **4025 Superintendent**

The superintendent is hired with a one to three-year contract by the board of education and shall report directly to the board of education. The superintendent will be the chief administrative officer of the board of education and shall keep the board informed on important issues. The board delegates to the superintendent the general power and authority to make necessary decisions to ensure the efficient and effective operations of the school.

The superintendent is charged with timely preparing, presenting, and filing an annual school budget, subject to the approval of the board at the annual budget hearing.

The Superintendent shall perform such duties as the Board may require, and in the absence of specific rules and advice of the Board, shall assume authority or perform any duty which any particular situation unforeseen and suddenly arising, may demand, subject to later consideration and action by the Board

The superintendent shall attend all meetings of the Board, except in the case of illness or excused absence. The superintendent shall have the privilege of taking part in deliberation of the Board except when the Superintendent's own salary or re-election are under consideration. The Superintendent will keep the Board informed on conditions of the schools under his/her supervision.

All school employees shall be under the direct and/or delegated supervision of the superintendent. The board delegates to the superintendent the authority to hire, suspend and terminate the employment of all classified staff. He or she shall review all certified and non-certified employees applying for vacancies and shall make recommendations regarding these employees. The superintendent will recommend a salary schedule to the Board for consideration of classified salaries. The schedule will be done annually and include minimum and maximum salaries, increments and other pertinent items.

All of the grounds and buildings are supervised by the superintendent, including necessary repairs and improvements unless the board is required to approve such repairs or improvements.

The superintendent's other duties shall be included in his or her job description, contract, or as otherwise assigned by the board.

Adopted on: 12/17/18

Revised on: 10/19/2020

Reviewed on: \_\_\_\_\_