DUTIES OF THE SUPERINTENDENT

The responsibility for administration of the policies and directives of the Board of Education, and the conduct and supervision of the district's school system rests with the Superintendent of Schools. The Superintendent, as Chief Executive Officer, will discharge the duties set forth below as well as those required by law and those customarily practiced by the Office of the Superintendent.

In case of an emergency not covered by any Board policy, the Superintendent my exercise full authority and report any action taken to the Board as soon as possible but not later than the next regular meeting.

The Superintendent's duties include the following:

1. attendance at all Board meetings or represented by another member of the administration whenever necessary, and the Superintendent will also attend Board committee meetings;
2. implementation of Board policies, rules and regulations;
3. the development of administrative regulations for school district operation. (Such regulations will be derived from and consistent with Board policy and will be evaluated and approved by the Board prior to implementation);
4. general supervision of all school district activities;
5. responsibility for the educational advancement and growth of district students and the school system (in this duty, the Superintendent will make recommendations and advise the Board in all matters concerning curriculum, learning standards, course study, activities, student admissions and entrance, discipline, grading, student promotion and textbook related educational material selection);
6. general supervision over all district employees and make recommendations to the Board with respect to appointments, service changes, terminations, promotions, hiring, recruitment, selection and training;
7. responsible for the assurance that all administrators will be provided with a written evaluation, including those administrators who will retire at the end of the respective school year;
8. authority to suspend staff for cause in accordance with relevant laws and employee contract agreements (the Superintendent will advise the Board as soon as possible when this occurs);
9. preparation and submission to the Board of regular reports discussing conditions and developments in the school system with recommendations for action, if appropriate;
10. preparation of annual report to Board including a proposed budget
11. authority to approve attendance of district employees for educational meetings with necessary expenses paid by the district.

Except where expressly prohibited by law, the Superintendent may delegate to other district administrators the exercise of any power and discharge of any duties assigned to the Superintendent. Any delegation of power or duty does not relieve the Superintendent of any final responsibility for action taken.

Absence of Superintendent

In the event of the absence of the Superintendent, the following procedures will be followed:

1. The Superintendent will designate an administrator to be in charge of the district when he/she will be out of the district for conferences and meetings.
2. The Superintendent will notify the Board when he/she will be out of the district.
3. The Superintendent, if able, will designate an administrator to chair the Administrator's Council and report back to the Superintendent its operations.
4. In the event the Superintendent is unable to resume his/her duties, the Board of Education will meet as soon as possible to determine the appropriate steps necessary for the smooth operation of the district.

The Board of Education will conduct an annual written evaluation of the Superintendent subject to Board Policy 0320.

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

1st Reading November 20, 2000
2nd Reading & Adoption December 20, 2000

1st Reading for Re-Adoption December 20, 2016
2nd Reading & Re-Adoption January 24, 2017