

Superintendent: Specific Responsibilities

- To serve as the board's chief executive officer and adviser.
- To serve as the school system's educational leader.
- To keep the board informed about school operations and programs.
- To keep the community informed about board policies, programs, and district procedures.
- To interpret the needs of the school system to the board.
- To present and recommend policy options along with specific recommendations to the board when circumstances require the board to adopt new policies or revise existing policies.
- To develop and inform the board of administrative procedures needed to implement board policy.
- To provide leadership for the district's educational programs.
- To manage the district's day-to-day operations.
- To evaluate personnel and keep the board informed about evaluations.

WHAT THE BOARD MAY EXPECT OF THE SUPERINTENDENT:

- That the superintendent serve as its chief executive officer and serve the board in all matters as its professional advisor.
- That the superintendent recommend appropriate policies for the board's consideration and implement and execute all policies adopted by the board.
- That the superintendent keep the board fully and accurately informed about the school program.
- That the superintendent interpret the needs of the school system and present professional recommendations on all problems and issues considered by the board.
- That the superintendent devote thought and time to the improvement of instruction and be alert to advances and improvements in educational programs, wherever they may be found.
- That the superintendent lead in the development and operation of an adequate program of school-community relations.

- That the superintendent participate in community activities.
- That the superintendent use great care in nominating candidates for appointment to the school staff.
- That the superintendent recommend for purchase equipment, books; and supplies that are appropriate to the purposes and needs of the school system.
- That the superintendent present, for its consideration, an annual budget that is designed to serve the needs of the school system and establish and operate the financial operations of the school district to ensure adherence to budget provisions and the wise use of school funds.

Source: Educational Policies Development Kit, NSBA, Policies for Improving Board-Superintendent Relations, 1971.

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