

RESPONSIBILITIES OF THE SUPERINTENDENT

The Superintendent of Schools shall strive to achieve Corporation goals by providing educational direction and supervision to the professional staff and supervision to the support staff and by acting as a proper model for staff and students both in and outside the Corporation.

Duties and Responsibilities

The Superintendent shall be directly responsible to the School Board for the performance of the following assigned duties and responsibilities:

- A. Serve as the executive officer for the Board. Attend all meetings, except when his/her salary and/or contract are being discussed, prepare the agenda for all meetings, and participate in all deliberations of the Board except when such deliberation involves his/her employment.
- B. Ensure that all aspects of Corporation operation comply with State laws and rules/regulations as well as Board contracts and policies.
- C. Inform the Board of matters of the educational objective and program.
- D. Strive to increase the efficient use of Corporation resources in the daily operations of the schools.
- E. Enforce the school attendance laws.
- F. Assign staff to achieve the maximum benefit toward the attainment of educational goals.
- G. Evaluate the progress of the professional and support staff toward the attainment of educational goals.
- H. Analyze the results of instructional program development as it applies to the Board's educational goals.
- I. Supervise the curricular and educational program and submit to the Board recommendations for changes as the need arises.
- J. Make nominations to fill all vacancies of the professional staff. All administrative applicants and varsity-coaching applicants in football and basketball will be screened by the Superintendent and Principals and interviewed by the School Board before they are contracted.