

FUNCTIONS OF SUPERINTENDENT

Administrative Guide # 2110.50

The Superintendent shall direct, administer, and supervise all divisions and units of the school system, with authority to delegate as may be appropriate.

The Superintendent shall prepare the agenda and minutes of all board meetings, and all records of the Board.

The Superintendent shall develop District educational policies for recommendation to the Board and enforce all adopted Board policies.

The Superintendent shall reprise the District in all governmental and professional relationships. He/she shall be designated as the Board's "authorized agent."

The Superintendent shall secure legal interpretations as needed on all issues pertaining to the District.

The Superintendent shall direct the selection and assignment of all administrative personnel.

The Superintendent shall direct the preparation of the annual budget for the District, present required facts and pertinent information relative to its adoption to the Board, make recommendations regarding the same, and direct the administration of the budget after its adoption.

The Superintendent shall direct and coordinate the District's public relations program.

The Superintendent shall supervise all administrative personnel.

The Superintendent shall employ such casual and/or substitute personnel as may be necessary between Board meetings, always within the limitations of the budget.

The Superintendent shall recommend to the Board school boundaries and any necessary boundary changes.

The Superintendent shall keep informed with regard to the school systems of other cities, their plans of organization and supervision, modes of government, methods of instruction, and such other matters as may assist the Board to legislate wisely for the best interests of the schools. To assist in this duty he shall exchange reports with other school authorities, and visit schools in other cities with the permission of the Board. He shall attend such conventions and conferences called by proper authority as may be approved by the Board.

The Superintendent may delegate to other administrative or supervisory officers duties and responsibilities which the Board has entrusted to him, but he shall continue to be responsible to the Board for the proper execution of these responsibilities and duties.

The Superintendent shall perform such other duties as may be required by law or by the Board.

The Superintendent shall have supervision and control of all employees of the District and shall report to the Board any serious misconduct, lack of ability, negligence, or inattention on the part of any of them. He may suspend an employee for seriously impaired health, incompetence, negligence, inattention, or misconduct, and shall report such suspension to the Board at the next meeting thereafter for final action. When he deems it to be for the best interests of the school system, he shall recommend to the Board for final action the demotion or dismissal of an employee, and shall follow such procedures as are in accordance with this Code and the California Education Code.

The Superintendent shall appoint committees to make annual safety inspections of all school plants (building, grounds, and equipment) and the committees shall report in writing all unsafe conditions and practices. Corrective measures shall be taken as the Superintendent shall direct.

(EC 35026, 35028, 35031, 35035:A)

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