

**Oyster River Cooperative School District
School Administrative Unit #5
Office of the Superintendent of Schools**

Position: Superintendent

Status: Full-time; Salary

Qualifications: Certificate of advanced graduate study beyond Master's degree; Doctorate degree preferred. Requires central office experience, with five or more years as a school administrator or Assistant Superintendent.

Reports to: School Board

Supervises: Building Principals, Central Office Administrators and the Administrative Assistant to the Superintendent

Job Goal: The superintendent shall be the chief executive officer of the school system and shall have, under the direction of the board and in conformance with state laws and policies, general supervision of the public schools and of all the personnel and departments of the school system. The superintendent is responsible for the management of the schools under the board's policies and is accountable to the board. The delegation of power or duty, however, shall not relieve the superintendent of responsibility for the action taken under such delegation.

Performance Responsibilities:

- The superintendent shall nominate all professional and central office personnel
- The superintendent shall direct and supervise the work of all employees of the district and shall have all powers necessary to make such direction effective. While the superintendent has ultimate responsibility, the delegation of powers and duties to other personnel is a proper exercise of the office
- The superintendent shall nominate all certified staff and appoint other employees in accordance with the laws, regulations of the State Board of Education, and school board policies
- The superintendent shall be responsible for the selection and purchase of textbooks and other scholastic apparatus and supplies in accordance with the regulations of the school board and the State Board and see that the same are suitably distributed to the school, accurately accounted for, and economically used
- The superintendent shall be responsible for developing and recommending to the school board the annual budget for the support of the educational program and for the operation and maintenance of schools in accordance with school board policy
- The superintendent of schools shall be responsible for an accounting system and financial reporting procedure in order that all funds will be accounted for in accordance with school board policy and local and state law
- The superintendent shall be responsible for the development of an educational plan for the district or districts and for recommending a program of studies suitable to the needs of the pupils and the community in accordance with local school board policies, state statutes, and state board regulations
- The superintendent may, for cause, remove a teacher or other employee of the district in accordance with state statutes
- The superintendent shall recommend the dismissal of certified staff to the board, recognizing its authority to dismiss according to the statutes
- The superintendent shall provide for temporary vacancies and shall have the authority to

secure supplies immediately needed for the operation of the schools

- The superintendent shall be responsible for maintaining records and making reports as required by the State Board of Education and the local school boards
- The superintendent shall admit pupils to school attendance in accordance with the laws of the state, regulations of the state board, and policies of the local school board. The superintendent shall assign pupils to such classes and grades as their needs warrant
- The superintendent shall provide for the alleviation of hazardous conditions of an emergency nature that affect the health and welfare of pupils
- The superintendent shall be responsible for the evaluation of personnel and programs in accordance with local school board policies
- The superintendent shall be responsible, after notice, for the implementation of the policies and regulations of the State Board of Education. The superintendent is expected to participate in the development and evaluation of said policies and regulations as requested by the Commissioner of Education.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of the Superintendent.

Reference:

Policy CB - School Superintendent

Policy CBI - Evaluation of the Superintendent

Policy CBI-R - Evaluation of the Superintendent

Original Effective: 2-2010

Revision Date: