

2110 **JOB DESCRIPTION OF SUPERINTENDENT** 2110

A. Title

Superintendent of Schools

B. Qualifications

As set by law and Board Policy

C. Reports To

Board of Education, who serves the role of setting policy.

D. Supervises

All personnel of the school system

E. Goal

To inspire, lead, guide, and direct every member of the administrative, instructional, and supportive services team, setting and achieving the highest standards of excellence, so that each individual student enrolled in this district may be provided with a complete, valuable, meaningful, and personally rewarding education.

Further, to oversee and administer the use of all district facilities, property, and funds with a maximum of efficiency, a minimum of waste, and ever-present, overriding awareness of, and concern for, their impact upon each individual student' education.

F. Performance Responsibilities

Administers, as chief school executive, the development and maintenance of a positive educational program designed to meet the needs of the community to carry out the policies of the Board.

- 1. Attend and participate in all meetings of the Board and its committees, except when own employment or salary is under consideration, and serve as secretary to the Board.
- 2. Advise the Board on the need for new and/or revised policies and see that policies of the Board are implemented.
- 3. Prepare the annual operating budget recommendations and implement the approved budget.
- 4. Prepare and submit recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as needed to insure informed decisions.
- 5. Inform and advise the Board about the programs, practices, and problems of the schools and keep the Board informed of the activities operating under the Board's authority.
- 6. Secure and nominate for employment the best-qualified and most competent personnel.
- 7. Organize Central Office administrative staff to achieve optimal effectiveness and efficiency within existing funding. The Superintendent shall confer with the Board prior to any reorganization of the Central Office administrative staff and shall obtain Board approval for any increase in expenditure related to such reorganization. The Superintendent shall assign and transfer other employees as the interest of the school system may dictate.
- 8. Report to the Board the case of any employee whose service is unsatisfactory and recommend appropriate action.
- 9. Hold such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools
- 10. Keep the Board and the public informed about new and effective educational practices and trends.
- 11. Delegate to other employees the exercise of powers or the discharge of duties.
- 12. Keep abreast of new developments in the education profession.
- 13. Provide for current curriculum guides and courses of study.
- 14. Make recommendations for new school sites; plans for new buildings; appropriations for sites and buildings; and improvements, alterations, and changes to buildings and equipment.
- 15. Maintain directly or through delegation such personnel records, pupil accounting records, and other records which are required by law and by Board policy.
- 16. Inform the Board of decisions made within policies and future changes that may be needed in policy.
- 17. Attend or provide representation at meetings of other governmental agencies when the

- public schools have an interest.
- 18. Act, when necessary, on any matter not covered by Board policy and report such action to the Board as soon as practicable.
- 19. Perform such other duties as may from time to time be assigned by the Board.
- 20. Submit to the Board a clear and detailed explanation of any proposed procedure which would involve either departure from established practice or the expenditure of substantial sums.
- 21. Conduct a continuous evaluation of the progress and the needs of the students, schools, and departments, and keep the Board and the public informed.

G. Terms of Employment

Salary and length of employment to be agreed upon with the Board.

H. Evaluation

Performance to be evaluated annually by the Board.

Legal Reference: G.S. 115C-276(a-i), (k), (m); G.S. 115C-274(b); G.S. 115C-301(a-c), (e); G.S. 115C-284 (f); G.S. 115C-47(j); G.S. 115C-303(a); and G.S. 115C-285(c)
Adopted: October 11, 1976
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