



SUPERINTENDENT RESPONSIBILITIES AND DUTIES

As the chief executive officer of the Board of Education, the Superintendent of Schools shall have complete administrative supervision of the school system; and in accordance with these powers, he shall be responsible for the efficient operation of the system in all its divisions, in accordance with state law and Board policy. The chief responsibilities and powers of the Superintendent of Schools shall include the following:

1. Attend meetings of the Board.
2. Assist the Board in its formulation of school policies, plans, programs and in the matter of legislation for the schools by preparation and presentation of facts and explanations.
3. Keep the Board informed as to how its policies are being carried out, as to the effectiveness of such policies and as to the conditions and efficiency of the different branches of service in the school system. To this end, he/she shall have maintained a competent system of financial accounts, competent business and property records and competent personnel and scholastic records; he/she shall report at each Board meeting such matters as are pertinent to the business at hand and shall present annually, and from time to time, reports covering various phases of the work of the school system including recommendations affecting the needs of the system.
4. Exercise general supervision over, assign and transfer all employees, both certificated and classified. He shall nominate, promote and transfer all employees, subject to the approval of the Board of Education and in accordance with its policies.
5. Furnish the Board of Education such information and reports as may be needed to evaluate the work of the administrative officers or to inform the Board of the conduct of the schools.
6. Require that all employees wishing to present reports, recommendations or matters which they feel should be presented to the Board for its consideration present information to the Superintendent.
7. Be responsible for the development and effective operation of such curriculum, special courses and activities as will provide a complete and adequate system of instruction and physical care for all pupils attending the schools.
8. Have authority over and exercise general supervision over the policies and management of individual schools or other administrative units of the instructional service of the schools.
9. Direct the development of the annual budget preparatory to its consideration and adoption by the Board of Education.
10. Direct the administration of the budget as enacted by the Board, acting at all times in accordance with legal requirements and the adopted policies, schedules, procedures, accounting techniques and other business, financial or administrative controls established by the Board.
11. Maintain a continuous study on the problems confronting the schools, assigning this responsibility to the office applicable.
12. Maintain both within and outside the school such a program of public information as may serve to improve understanding and morale within the schools and keep the public informed as to the activities, needs and success of the schools.



Chico Unified School District

1163 East Seventh Street, Chico, CA 95928-5999
(530) 891-3000

Board Policy:

#2110

Section: 2000

Administration

Page 2 of 3

-
13. Report to the Board, at his/her discretion or at its request, upon the administrative policies and plans by which he proposes to direct the management of matters over which the Board has granted him/her large discretionary power.
 14. See that all constitutional or statutory laws and all charter or State Board of Education regulations governing the schools, including provisions affecting compulsory attendance, the issuance of work certificates, elections, bonding, auditing and all requirements for school reports are effectively carried out and that the policies of the Board are enforced.
 15. Investigate and report to the Board any evidence that may come to his/her notice of any infringement of the legal right of this district or in which the legal responsibility of this district may be involved.
 16. Recommend the establishment or alteration of the attendance boundaries for all schools in the interest of good administration of the instructional program.
 17. Determine the need for facilities for transportation of pupils.
 18. Make such rules and give such instructions to school employees as may be necessary to make these rules and any additional instruments of control established by the Board or by State law fully effective in the management of the schools; and in all matters not covered by these regulations, he/she shall act on his/her own discretion if action is necessary but shall report his/her action to the Board at its next regular meeting.
 19. Direct the assignment and supervision of all employees. Arrange for orientation of new employees; develop manuals as needed.
 20. Encourage in-service growth of the staff and recommend policies to the Board of Education concerning in-service growth.
 21. Administer the formulation and application of evaluation procedures.
 22. Handle complaints and criticisms and report, if necessary, to the Board on such complaints or criticisms. Recommend policies regarding the relationship between administrators and the Board and between such groups as the employee associations and the Board.
 23. Report to personnel those acts of the Board which affect them. Send a recapitulation of Board actions to all schools the day following the Board meeting.
 24. Meet regularly with individual administrative staff members and with the entire administrative staff. Set regular meeting times and schedules for all administrative groups which meet.
 25. Direct research programs to determine achievement and needs of student's. Recommend, in light of research, the establishment of special classes.
 26. Establish procedures for pupil behavior consistent with their safety and well being.
 27. Direct the selection and use of tests to measure achievement and ability as well as for other selected purposes.
 28. Administer the academic, personal and social counseling program for the schools.



Chico Unified School District

1163 East Seventh Street, Chico, CA 95928-5999
(530) 891-3000

Board Policy: #2110

Section: 2000 Administration

Page 3 of 3

-
29. Develop in-service training program for the improvement of instruction.
 30. Keep informed about curricular recommendations by state, regional and national curriculum study groups.
 31. Supervise the development of procedures for the selection and evaluation of textbooks, audio-visual aids and other instructional materials.
 32. Give leadership to the program for the constant evaluation and revision of the program of studies.
 33. Supervise the development and maintenance of a sound program for the purchasing, control and assignment of supplies and equipment.
 34. Analyze and recommend actions to the Board regarding school plant needs using consultants as needed.
 35. Supervise the development of educational specifications for school construction with the aid of consultants and staff.
 36. Make such rules and give such instructions to school employees as may be necessary to make these rules and any additional instruments of control established by the Board or by state law fully effective in the management of the Schools; and in all matters not covered by these regulations, he/she shall act on his/her own discretion if action is necessary but shall report his/her actions to the Board of Education at its next regular meeting.

The following district personnel are directly responsible to the Superintendent of Schools:

Assistant Superintendent - Human Resources
Assistant Superintendent – Educational Services
Assistant Superintendent – Business Services

Legal Reference:

EDUCATION CODE

- 17604 Delegation of powers to agents
- 17605 Delegation of authority to purchase supplies, equipment and services
- 35020 Duties of employees set by governing board
- 35026 Employment and duties of district superintendent
- 35035 Additional powers and duties of superintendent
- 48900 Authority of superintendent to recommend suspension or expulsion

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Leadership, 1996

WEB SITES

CSBA: <http://www.csba.org>

ACSA: <http://www.acsa.org>