

M

Policy 1230 SUPERINTENDENT'S DUTIES

Responsibility

The Superintendent is directly responsible to the Board of Education in the performance of his duties.

Function

The Superintendent shall serve as the chief school administrator of the Board of Education and shall be responsible for the administration and general supervision of the total school district in accordance with policies of the local Board, State Board of Education and New Jersey statutes.

Duties

General

1. To assist in the development of policies of the board of Education and to be responsible for the implementation of all policies of the Board and the State Board of Education, and applicable federal and state laws.
2. To be responsible for the development of administrative regulations consistent with Board policies and statutory regulations.
3. To attend all meetings of the Board of Education and serve as its educational advisor.
4. To implement the school calendar as approved by the Board of Education, to deal with deviation from the calendar because of conditions affecting the general welfare of pupils and reporting same to the Board.
5. To prepare for each Board member before each regular meeting an agenda of items to be considered.
6. To submit reports on the schools to the Board of Education and, when so required, to the Commissioner of Education, the Sate Board of Education and various state and federal agencies.
7. To work for the accomplishment of applicable local, state and federal goals and program objectives.
8. To coordinate the work of all schools and departments.

Curriculum and Instruction

9. To be responsible for establishing instructional priorities and/or the general supervision of the instructional program.
10. To recommend for Board approval the content of each course of study, textbooks, instructional supplies and equipment necessary for an efficient and effective educational program.
11. To assign instructors for the various instructional areas.
12. To develop in-service training programs for the improvement of instruction.
13. To develop testing programs and other procedures for evaluation and revision of the program of studies.
14. To give leadership to the program for the constant evaluation and revision of the program of studies.
15. To provide leadership for the study of the adequacy of the program of studies and the needs for additions or amendments to it, freely using expert consultants.

Business and Finance

16. To supervise the preparation of the annual budget and to assist the Board Secretary in presenting the annual budget for approval.
17. To approve all requests for purchases and expenditures relative to the educational program of the school district as set forth in the adopted budget and in accordance with Board policies and administrative regulations.
18. To analyze and interpret to the board long-range financial needs and proposals.
19. To administer the budget and keep, in so far as possible, all expenditures within its limits.
20. To direct the system of financial accounting and the activities of those involved in the business departments.
21. To make regular periodic reports to the Board relative to financial conditions of the school district.

School Plant Operations and Maintenance

22. To coordinate the operation and maintenance of the school plant.

23. To keep the Board informed as to school planning needs and conditions of the public schools.
24. To analyze and made recommendations to the Board on school plant needs, using consultants as needed.
25. To develop educational specifications for school buildings.
26. To work with the architect in the planning of school buildings.
27. To make recommendations regarding maintenance needs.

Pupil Personnel

28. To administer the activities of all instructional and guidance personnel.
29. To direct the policies for pupil discipline.
30. To direct the classification, promotion, and graduation of pupils.
31. To direct research programs to determine achievements and needs of pupils.
32. To develop a program for providing needs for atypical children.
33. To develop and direct an adequate pupil record system.
34. To report to the Board relative to the effectiveness of pupil personnel policies.

Public Relations

35. To interpret the educational program to the public.
36. To make available for the public and the communications media an outline of the agenda for the regular meetings.
37. To direct a program for keeping the citizens of the community adequately informed of school developments and problems.
38. To interpret the program and activities of the schools before various community groups.
39. To work with parent groups and other organizations interested in and concerned for the welfare of the schools.
40. To make an annual report on the school program and policies for the governing board and the community.

41. To meet with representatives of the press and media to provide information needed for keeping the people of the community informed.

Personnel

42. To establish procedures for the receipt, review and disposition of applications for positions in the school district.

43. To recommend to the Board the employment, assignment, promotion and/or transfer of all personnel.

44. To recommend the suspension or discharge of employees whose services are unsatisfactory.

45. To be responsible for the implementation of in-service programs to promote growth of all personnel employed in the school district.

46. To ascertain that all teachers are properly certified and working in the area of their certification.

47. To recommend all personnel policies for Board action.

48. To execute all personnel policies determined by the board.

N.J.S.A. 18A:17-17, 17-18, 17-20

Adopted: 11 June 1997