

Book Policy Manual

Section Policies for Board Approval - Vol. 36, No. 2

Title Copy of po1230 RESPONSIBILITIES OF THE SUPERINTENDENT

Code po1230

Status

Adopted August 29, 2006
1230 - **RESPONSIBILITIES OF THE SUPERINTENDENT**

The Superintendent shall strive to achieve **School** Corporation goals by providing educational direction and supervision to the professional staff and supervision to the support staff and by acting as a proper model for staff and students both in and outside the Corporation. In addition, the Superintendent shall exercise the authority delegated to ~~him/her~~ **them** regarding policies and/or guidelines (Bylaw 0132.2).

Duties and Responsibilities

The Superintendent shall be directly responsible to the School Board for the performance of the following assigned duties and responsibilities:

A. promptly and fully inform the Board of any matter or related matters involving legal expenses reasonably expected to exceed \$5,000 (I.C. 20-26-5-44)

B. inform all Board members within five (5) business days, if the Superintendent:

1. becomes aware of possible criminal activity involving a current or former Corporation employee or contract that:

a. may have occurred on school property or at a school approved activity or event not on school property; and

b. may have involved a current or former student who was a student at the time of the possible criminal activity; or

2. concludes an investigation of a personnel matter that results in or could result in the suspension or termination of a Corporation employee (I.C. 20-26-5-42.3)

C. keep the Board informed of school ~~operation~~ **operations** by preparing monthly Board agendas, providing oral and written communication, scheduling management team committee meetings, and requesting special Board meetings that become necessary to keep the Board properly informed

D. ensure that all aspects of Corporation operation comply with: 1) State **and Federal** laws, **and** 2) rules, **and** regulations; ~~as well as~~ Board **policies**; **and** 3) Board ~~contracts and policies~~

E. establish and maintain a written educational plan required by law and consistent with the educational goals adopted by the Board

F. ensure proper implementation of the current Corporation-wide instructional plan as it applies to each building

G. strive to increase the efficient use of Corporation resources in the daily operations of the schools

H. enforce the school attendance laws

I. assign staff to achieve the maximum benefit toward the attainment of educational goals

J. evaluate the progress of the professional and support staff toward the attainment of educational goals

K. analyze the results of instructional program development as it applies to the Board's educational goals

L. recommend changes in instructional or staffing patterns based on an analysis of staff and program progress

- M. work cooperatively with parents and community groups concerned with programs in the schools
- N. develop personal capabilities in personnel strategies and facility management
- O. work cooperatively with the Board and administrative staff
- P. strive toward the highest standards of personal conduct
- Q. perform such other duties as the Board may direct