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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