

Adopted: 5/14/1998

Reviewed: 4/21/2022

307 POWER AND DUTIES OF THE SUPERINTENDENT

I. PURPOSE

The purpose of this policy is to establish the expectation of the school board regarding the position of Superintendent of Schools.

II. GENERAL POSITION DESCRIPTION

The Superintendent is the chief executive officer of the School District, is the professional advisor to the School Board, and is directly accountable to the School Board.

The Superintendent is responsible for guiding and directing all operations and activities of the School District and for informing the School Board of all the needs related to the current and future operations of the School District. The Superintendent shall recommend policies to the School Board and, when adopted by the School Board, shall be responsible for implementing, interpreting, and executing those policies.

III. SPECIFIC DUTIES

The Superintendent shall:

1. Prepare the agenda for each meeting, attend all meetings, and participate in all deliberations of the Board. The Superintendent shall be an ex-officio member of the Board of Education;
2. Provide leadership for the School District’s educational programs, staff-development programs, and curriculum development to provide the best possible learning environment for all the school District’s students;
3. Inform and advise the School Board about programs, practices, and problems of the School District and keep the School Board informed of the activities operating under the School Board’s authority;
4. Explain the educational needs of the School District to the School Board, recommending necessary new and/or revised policies and staffing changes for the School Board action;

5. Act as liaison between the community and the School District and respond to concerns of parents, students, citizens, and staff in order to increase understanding of policies and practices and to keep them informed of and involved with School district activities;
6. Oversee all financial operations of the School District and prepare, present, and recommend budgets to the School Board;
7. Interpret employee proposals to the School Board, recommend adjustments to employee policies and salary structures as appropriate, and be responsible for the management of all employee contracts and policies;
8. Recommend employees for appointment, transfer, demotion, suspension, or dismissal in accordance with the policies of the Board;
9. Develop and maintain a comprehensive strategic planning process, which includes short-term and long-term planning and the development of School District goals and instructional goals;
10. Review building and repair needs for the future and provide new construction planning guidance to the Board;
11. Ensure that all measures possible are being taken to provide maximum safety for all school personnel and students;
12. Maintain a safe and efficient transportation system;
13. Attend professional meetings, conferences, and conventions to establish and maintain working relationships with agencies, other superintendents, local leaders, business, legislators, etc. to promote the best interests of the School District;
14. Maintain and improve effective School Board-Superintendent relationships by participating in joint seminars and training sessions;
15. Delegate responsibility and authority to School District employees as appropriate, define the authority and responsibilities of and effectively evaluate mid-management staff;
16. Complete in a timely manner all required school board, state, and federal reports;
17. Perform other duties as the School Board may determine.

Legal References: Minn. Stat. Ch. 123B.143 (Superintendent)

Cross References: MSBA Service Manual, Chapter 5, School Board-Staff Relationships