

Superintendent of Schools

The Superintendent of Schools shall be the executive officer of the board and shall be directly responsible to it for the execution of its policies and for all aspects of administering the school system, except as otherwise prescribed by law. It is expected that he/she delegate portions of that responsibility to principals and/or other supervisory personnel as appropriate.

The specific duties and responsibilities of the Superintendent shall be outlined in a formally written job description. The job description may be reviewed/revised at any time the board deems it necessary, but preferably any job description revisions shall be done in accordance with the timeliness of the contract review.

Before the board approves a proposed contract for superintendent services, or any proposed amendment to an existing contract, the board shall publish a copy of the contract or amendment, and a reasonable estimate and description of all current and future costs to the district if the proposed contract or amendment were to be approved, at least three days before the board meeting at which it will be considered. This publication shall also specify the date, time, and place of this public meeting. Electronic publication on the web site of the district shall satisfy this publication requirement if it is prominently displayed and allows public access to the entire proposed contract or amendment. The board is not required to publish the contract of a newly hired superintendent prior to board approval of the contract.

After the board approves the contract or contract amendments the board shall publish a copy of the contract, and a reasonable estimate and description of all current and future costs to the district that will be incurred as a result of the contract, within two days after the board meeting at which it was approved. Electronic publication on the web site must be prominently displayed as described above.

After approval of the contract or contract amendments, the board shall file a copy of the contract or amendments with the State Department of Education on or before August 1.

The terms of the contract shall be reviewed annually by the Board at the January meeting.

The Superintendent shall be evaluated at least annually as per the terms outlined in state statute.

Adopted: 04-10-2000

Revised: 06-25-2014