

QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT

TITLE: Superintendent of Schools

RESPONDS TO: Board of Education

The Superintendent serves as the executive officer for the Board of Education. The administration of the school system and all of its aspects is delegated to the Superintendent, who carries this out in accordance with the laws of the state of South Dakota and the policies which have been adopted by the board of Education. As the chief executive officer of the Board of Education, he/she shall have the general supervision of the school system and he/she shall be responsible for the efficient operation of the schools in all of its divisions.

CHARACTERISTIC DUTIES:

1. Recommend to the Board of Education the appointment of all personnel required for teaching, supervision, clerical work, maintenance of buildings, and any other types of services which may be necessary for the operation of the schools.
2. Be responsible for the assignment, alteration of assignment, transfer, suspension, and recommendation for promotion or dismissal of any employee of the school district except himself.
3. In conjunction with the Business Administrator, supervise the preparation of the annual budget, recommend it to the Board of Education for approval, and administer the adopted budget during the fiscal year.
4. Maintain continuous study and appraisal of the development, needs and problems of the school district, evaluating the quality and efficiency of all staff members; reporting to the Board of Education as often as is required and keeping the public informed concerning the program and needs of the school.
5. Be responsible for submitting recommended school policies, plans, programs and school calendars and by the preparation and presentation of facts and explanations, he/she shall assist the Board of Education in its duties of legislation and policy making for the schools.
6. He/She shall attend all meetings of the Board except that portion of the meeting in which his/her own employment or the character and quality of his/her work are being discussed.
7. Be responsible for preparing the agenda for meetings of the Board of Education.
8. Make all discretionary decisions according to the Board policies that are needed.
9. In carrying out the above duties, the Superintendent may delegate duties or work to subordinate officers or employees as required for the effective administration of the school system except in such matters as when the statutes or resolutions of the Board of Education prohibit the delegation of such authority.
10. Recommends a program of expansion, improvement, alteration and maintenance of school buildings and site facilities.
11. Formulates and administers a program of supervision for the school personnel.
12. Maintains adequate public relations and information concerning the entire school program.
13. Prepares reports and recommendations to keep the School Board informed of conditions, needs, direction and control of the schools.