

BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual
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Section: ADMINISTRATIVE EMPLOYEES
Title: SUPERINTENDENT OF SCHOOLS: RESPONSIBILITIES
Date Adopted: August 17, 1981
Date Last Revised: December 16, 2002

304. SUPERINTENDENT OF SCHOOLS: RESPONSIBILITIES

- .1 The Superintendent shall be the executive officer of the Board and shall be directly responsible to it for the execution of its policies; for the observance of its rules by all employees throughout the system; for the management of the work of the several departments whose duties, apart from those required by law, she/he shall assign; and for the enforcement of all provisions of the law relating to the operation of the school or other educational, social, and recreational agencies or activities under the charge of the Board.
- .2 The Superintendent shall attend all meetings of the Board; shall meet with all committees; and shall have the privilege of taking part in all deliberations, except when she/he is requested by the Board not to attend.
- .3 The Superintendent shall prepare and submit to the Board for approval statements of policy, and plans for programs, and additional facilities requiring action by the Board, which she/he believes are needed for the proper conduct and control of functions of the Board and the management of the schools. To assist the Board in reaching sound judgements, establishing policies, and approving those matters which the law requires the Board to approve, the Superintendent shall be responsible for placing before the Board necessary and helpful facts, comparisons, investigations, information, and reports. When needed the Superintendent will make available the personal and professional advice on special or technical matters of those persons who are particularly qualified to furnish it. The Superintendent shall be responsible for keeping, or having kept, records of problems, conditions, and duties requiring action by the Board.
- .4 The Superintendent shall initiate the nomination for election, and shall recommend salaries, for all employees requiring election by law.

- .5 The Superintendent shall recommend to the Board for its approval new planned courses, the elimination of obsolete planned courses, and the adoption of textbooks.
- .6 The Superintendent shall be responsible for preparing and submitting to the Board, not later than the first regular meeting in April, a tentative budget for the next fiscal year, and a final budget for the same, not later than the regular meeting in June.
- .7 The Superintendent shall direct, in accordance with law and the rules of the Board, purchases and expenditures within the limits of the budget approved by the Board.
- .8 In the interest of efficient administration, the Superintendent shall be responsible for deciding all matters of administrative detail concerning which no specific provision has been made in law, or Board policies, and shall report at the next regular meeting those decisions which she/he believes should be authorized by appropriate by-laws or policies enacted or established by the Board.