

Superintendent Duties and Responsibilities

Purpose

This policy outlines the duties and responsibilities of the Superintendent.

Scope

This policy applies to the Board of Directors, Superintendent, administrators, employees, students, parents or guardians, and community members.

Policy

1. OVERVIEW

As the Chief Executive Officer of Valley School District, the Superintendent is responsible for the administration of schools and related programs and services, and is directly responsible to the Board for all matters and functions of the district as set forth in Board policies and state and federal laws. He/she works collaboratively with the Board of Directors to envision and induce the goals and continuous improvement of the district.

2. DISTRICT MANAGEMENT

2.1. Operations

The Superintendent will oversee and monitor all aspects of district operations, including fiscal planning, allocation of resources and budget development; business and technology services; personnel; transportation, food and health services; and facilities. He/she will study and evaluate the effectiveness of all phases of district programs and services and, in collaboration with his/her administrative team, will plan for and/or recommend changes, goals and actions in an ongoing cycle of continuous improvement.

2.2. Educational Programs

As the instructional leader of the district, the Superintendent is charged with advocating, developing and revising strategies and practices that sustain learning and achievement for all students in a safe, positive and orderly learning environment. In coordination with the school administrative team, he/she is responsible for the selection of curricula, supportive technology, and courses of study, and will recommend these selections to the Board for approval.

2.3. Regulations and Reporting

2.3.1. *Policies and Procedures.* The Superintendent and designee(s) are responsible for reviewing policies with the Board periodically and as prompted by changes in regulations and laws. He/she will recommend revisions to the Board's adopted policies to ensure each is relevant and reflective of current requirements and practice, and will develop new policies for Board consideration as appropriate to the needs of the district. The Superintendent will develop and implement such internal controls, rules, and procedures as necessary to make the policies

effective and appropriate for the district, within the bounds of state and federal laws.

2.3.2. *Conflict Resolution.* The Superintendent will develop procedures and strategies for addressing grievances and controversies, promoting a culture of respectful, constructive problem-solving and resolution. The Superintendent serves as the Compliance Coordinator for State Law, and is responsible for responding to public record requests.

2.3.3. *Reporting.* The Superintendent and designee(s) will submit reports and supportive documentation to the Board of Directors, Educational Service District, and state and federal agencies as required by law.

2.4. **Human Resources**

2.4.1. *Employment.* In consultation with his/her administrative team, the Superintendent will make recommendations to the Board concerning the selection, employment, promotion or separation of employees. In coordination with program administrators, he/she will determine the job responsibilities and placement of all personnel within the organizational structure of the district.

2.4.2. *Professional Development.* The Superintendent will create and support district-wide opportunities for personnel professional development and growth in knowledge and skills.

2.4.3. *Evaluation.* The Superintendent will implement processes and criteria for evaluating the performance and effectiveness of all staff, focusing on improvement, professional growth and development.

2.5. **Facilities**

The Superintendent and designee(s) are responsible for developing plans for the maintenance, improvement or expansion of buildings and facilities required for safe and secure learning and working environments. He/she will keep an accurate record of all district assets, property, furniture and equipment held in the district.

3. **SECRETARY OF THE BOARD**

3.1. **Board Meetings**

As Secretary of the Board, the Superintendent is responsible for the duties prescribed by Policy 1220-Board Officers and Duties of Board Members, including maintaining a record of all Board meeting proceedings, managing the Board's books and documents, preparing agendas and notices, and communicating that information to the public.

3.2. **Contracts and Warrants**

3.2.1. The Superintendent is responsible for managing the contract approval process in collaboration with the Board of Directors. As the only contract signatory of the district, the Superintendent is authorized by the Board to sign and execute

contracts on their behalf, within the approval parameters prescribed by Policy 1421-Contract Approval.

- 3.2.2. The Superintendent and designee(s) will direct all expenditures and purchases, sign all orders for warrants, keep accurate and detailed accounts of district monies, and prepare and submit monthly and yearly financial reports as required of districts.

4. LEADERSHIP AND DISTRICT IMPROVEMENT

- 4.1. The Superintendent provides the initiative and professional guidance to anticipate the needs of and positively influence the educational programs and goals of the district. The Superintendent will provide the Board with timely information and advice to support mutual understanding and responsible decision-making in district affairs. He/she will engage respectfully with community members, local, state and federal officials, legislators, and professional and business organizations to protect and advance the interests of the district's students and staff.

5. PUBLIC RELATIONS

5.1. District Liaison

All individuals employed by the Board are responsible, either directly or indirectly, to the Superintendent. As such, the Superintendent serves as a liaison between the Board and staff, and will communicate all staff concerns or reports directly to the Board. Likewise, the Superintendent is responsible for communicating official notices, policies and directives of the Board to employees in a timely manner.

5.2. Engagement With Stakeholders

The Superintendent and designee(s) will inform students, parents or guardians and community members in an effort to promote understanding about school and district needs, issues and achievements. The Superintendent serves as the district representative before the public and is expected to communicate openly with trust and integrity. He/she will recommend formation of ad hoc citizen committees to the Board as appropriate.

Related Procedures

1312P1-Policy and Procedure Development
1400P1-Meeting Conduct

Policy Cross References

1220-Board Officers and Duties of Board Members
1312-Adoption and Amendments of Policies
1400-Meeting Conduct, Order of Business and Quorum
1420-Meeting Agendas
1440-Meeting Minutes

1620-The Board/Superintendent Relationship

Policy Legal References

RCW 28A.330.050 – Duties of the superintendent as secretary of the board

RCW 28A.400.030 – Superintendent’s duties

Management Resources

N/A

Policy History

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Approved by the Board	Unknown
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Revised	
Revised	

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