

## **Qualifications and Duties of the Superintendent**

**CBA**

Title: Superintendent of Schools

Qualifications:

1. Must possess qualifications in education, training and experience that meet the certification requirements established by the State Board of Education.
2. Any other qualifications found necessary and appropriate by the Board.

Reports To: Board of Trustees

Supervises: Principals and, in general, all staff

### **PERFORMANCE RESPONSIBILITIES**

1. Executive  
The superintendent shall act as the chief executive officer of the Board and shall be responsible for the execution of policies adopted by the Board. He shall be responsible for the supervision of the school plant and school employees and shall be in direct control of all school activities.
2. Advisory  
The superintendent shall act as professional advisory to the Board in the formation of school policies. He shall be present at all meetings and shall have a voice in the discussions, but he shall not have the right to vote.
3. Professional
  - a. Finance - The superintendent is the budget officer of the Board. He shall prepare and present to the Board, a preliminary budget, by May 15th. The annual budget will be presented to the Board for adoption or modification at a meeting on the 3rd Wednesday in July. After adoption, the budget will direct the purchases of the superintendent.
  - b. Nominations - The superintendent will nominate for election by the board all employees of the district. He shall recommend salaries to be paid subject to the adopted salary schedule. He shall also recommend the dismissal of teachers and other employees. He shall have the authority to fill all temporary vacancies and to make such other temporary arrangements relative to the conduct of the schools as may be necessary.
  - c. Assignment of Personnel - The superintendent shall make assignments or transfers that are, in his professional judgment, necessary to secure the highest efficiency of the entire staff.
  - d. School Calendar - The superintendent shall recommend to the board a school calendar no later than the February meeting. The calendar shall, as a minimum, meet the state requirement for the number of days that school is in session.

4. Supervisory

(a) Instructional Quality – The superintendent shall be responsible for the supervision of instruction. He shall visit each room as often as possible, observing the work of both pupils and teachers as often as he shall deem necessary for the purpose of discussing methods of instruction and management. He shall review the quality of building administration through regular conferences and evaluation of principals.

(b) Relationship with Employees - The superintendent shall be the educational leader, striving to instill a professional attitude in staff members. He shall delegate responsibility and authority to employees, keeping in mind that he is accountable to the Board for results. He shall also encourage individual initiative on the part of employees.

(c) Curriculum - The superintendent shall direct studies to determine the adequacy of the curriculum and recommend to the Board, new courses of study or improvements in the organization of the curriculum as the need arises.

(d) Activities - The superintendent shall review and evaluate the activities program and recommend changes to the Board as the need arises.

5. Public Relations

The superintendent shall inform the public and the Board of the school conditions and needs.

He shall interpret the school program, its aims and objectives, to the public. He shall use all available means to achieve this objective.

6. Planning

In conjunction with his administrative staff, the superintendent shall develop long range plans for the district to include innovative and exemplary programs.

References: Rules and Regulations Governing Certification,  
Wyoming D.P.E. Municipal Fiscal Procedures Act  
W.S. 9-5-201 through 9-5-230

Adopted: September 19, 1985