

**BOARD OF EDUCATION  
EXECUTIVE OFFICER - SUPERINTENDENT**

The Superintendent of Schools is the chief executive officer of the Board of Education and has charge of the administration of the schools under the Board's direction. He is a generalist whose responsibilities apply in all areas of operations. His paramount responsibility is to improve the educational opportunities for the boys and girls in his school district. He does this by obtaining the best, personnel, both teaching and non-teaching, which can be attracted to the district and by seeing that in-service programs are carried on which will further improve the performance of these personnel and the program which is offered in the district. It is his responsibility to see that funds and facilities are provided so that the best program which can be offered is made available. A further responsibility is to work closely with the community in defining the needs of the school and in interpreting the program which is offered. In order to accomplish the goals of the schools he shall carry out specific duties such as the following:

1. Exercise general supervision of the operation of all schools in the system.
2. Supervise administration of school board policies.
3. Attend all meeting of the Board of Education and participate in deliberations without the privilege of presenting or seconding motions or voting.
4. Prepare, under the direction of the Board, agenda for board meetings.
5. Report regularly to the Board of Education as required information relative to: budget, staff, pupil population, school plant and other school problems so that school board members may be adequately informed.
6. Recommend for Board consideration new policies or revisions of previously adopted policies.
7. Assist the Board in evaluating the effectiveness of general or specific areas of the school program.
8. Develop new and dynamic plans for the operation of the school giving special attention to instruction, budget, staff, pupil population, and physical plant.
9. Recommend to the Board of Education the election of professional staff members for original employment and re-election with all recommendations made on the basis of selecting the best person available for the position to be filled.
10. Assign professional staff members to specific positions and reassign them as conditions warrant changes. Reassignment involving change in salary status shall be submitted to the Board for approval.
11. Direct the adjustment of personnel relationships and problems, referring to the Board of Education only those which would necessitate its decision.
12. Recommend to the Board of Education the dismissal or suspension of any professional staff member whose personal conduct or ineffectiveness in his position makes continued employment contrary to the best interests of the school.

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13. Delegate the responsibility for and giving supervision to the organization and operation of the in-service educational program for professional staff members.
14. Supervise the preparation of the general budget for the operation of the school and present it to the Board for approval in accordance with the statutes of the State.
15. Administer the budget in keeping with Board policy.
16. Recommend improvement and expansion in school plant facilities as needs become evident.
17. Inform the patrons and the taxpayers of the school district accurately and continuously about the school program; interpreting the schools to the public and the public to the schools.
18. Coordinate all educational and business functions of the total school program.
19. Organize and assign administrative, supervisory and instructional staff members and other employees to provide the most effective and functional program of education that can be secured for the youth of the district.
20. Maintain close liaisons with secondary principal, and elementary principal, to ensure that there will be continuous articulation of subject matter and activities from grades K-12.

**REFERENCE: 70 O.S. §1-115, §116, §5-106**