

# Administration

## Superintendent of Schools

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**Selection of A Superintendent:** As empowered by the Connecticut General Statutes, the selection of a superintendent of the school district is a Board of Education responsibility. The Board may seek the advice and counsel of interested individuals, or of an advisory committee, and it may choose consultants to assist in selection. However, final selection shall rest with the Board after thorough consideration of qualified applicants. **(See Policy Statement #2141).**

When the Board elects a superintendent, a majority vote of the entire membership of the Board is necessary. A superintendent may be appointed (or reappointed) for a term not to exceed three years.

A superintendent must be properly certified by the State; however, the Board may require qualifications in addition to those prescribed by the State Board of Education.

**Contract:** The salary of a superintendent, additional benefits, vacation entitlement and other leave shall be determined at the time of appointment, reappointment or contract renewal and shall be part of the written contract.

**Duties and Responsibilities:** The Superintendent shall be the chief executive officer for the Board of Education and shall be responsible for the management of the public schools in the district within federal and state laws and regulations and Board of Education policies. He/she shall be responsible to the Board as a body and not to individuals on the Board and shall be responsible for the execution of all Board of Education decisions and the administration of Board policy. The Superintendent of Schools is, by law, the executive agent of the Board and shall be the chief administrative and supervisory agent for the Board.

The Superintendent's duties shall include, but not be limited to, the following:

### General Duties

1. assist in the formulation of policies and plans for consideration and action by the Board;
2. provide educational leadership in the community;
3. enforce the policies of the Board and report to the Board any violations which the Superintendent judges to be of a serious nature;
4. receive for action by the Board all resignations and applications for retirement of employees.

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5. hire and make appointments to staff for positions authorized by the Board and report such actions to the Board at the next regular Board meeting.
6. accept requests for leaves of absence and submit them to the Board with his/her recommendation for consideration and action by the Board.
7. review and submit school system goals and objectives annually to the Board for review and, if requested, revision.

### Superintendent's Educational Program Responsibilities

1. direct and supervise the work and function of all the schools, offices, and employees of the Board in such a manner as might be necessary to achieve the educational objectives of the school system;
2. make continuous study of the development and needs of the schools and report his/her findings to the Board;
3. prepare for Board approval, the annual calendar in compliance with the state requirements for length of school year, while allowing sufficient days for emergency closing of the schools;
4. prepare such guidelines as are necessary to implement Board policy and provide copies to the Board.

### Superintendent's Authority

1. All individuals employed by the Board are responsible to the Superintendent.
2. The Superintendent is the primary contact for the Board and accepts requests and complaints, submitted by employees, parents, or citizens for official presentation to the Board.
3. The Superintendent has the responsibility of canceling or dismissing school because of inclement weather or any other emergency.

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### **Superintendent's Responsibility for Administration of Personnel**

It shall be the duty of the Superintendent to:

1. make or approve assignments and transfers of all personnel to best serve the interests of the educational program;
2. be non-discriminatory in educational programs, activities or employment policies, as required by Title IX , Chapter 2, Section 4-114a of the Connecticut General Statutes;
3. establish a process for the evaluation of all applicants for positions in the school system;
4. supervise the preparation of an evaluation process of all staff which is consistent with board policy;
5. provide to the Board written recommendations which are consistent with state requirements and/or board policy regarding dismissal of an employee;
6. In compliance with state statutes, establish and maintain a list of competent substitutes and tutors with the stipulation that no individual shall be called as a substitute or tutor whose name is not on the approved substitute or tutor list.

### **Superintendent's Emergency Powers**

In the case of an emergency which is not covered by Board policy, and in which immediate action is necessary, the Superintendent shall exercise the full power and authority of the Board. The Superintendent must then report such action to the Board as soon as possible, and by no means later than the next Board meeting.

### **Superintendent and Community Relations**

It shall be the duty of the Superintendent to develop and supervise programs to inform and advise the public concerning educational progress, needs and problems. The Superintendent will make annual reports of progress and needs, investigate complaints, arrange for the release of news, provide for interpretation of school programs before community groups and make recommendations to the Board concerning policies on community relations.

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### **Superintendent's Responsibility for Budget Preparations**

It shall be the duty of the Superintendent with the aid of the Director of Business and Finance, to develop and recommend to the Board a budget of expenditures together with estimated receipts. They shall interpret the budget to school personnel and assist the Board in interpreting the budget to the public. After adoption of the budget, they shall administer the budget and recommend any necessary transfer of funds within the budget. They shall prepare specifications and receive bids on materials, construction and repair as provided in the budget. The Superintendent and the Business and Finance Director shall also develop and direct the program of financial accounting.

### **Superintendent and Negotiations**

It shall be the duty of the Superintendent to evaluate existing contracts in order to suggest to the Board appropriate items for negotiation in future contracts and to ensure appropriate administrative presence at such negotiations.

### **Superintendent Evaluation**

The Board will evaluate the Superintendent annually, in accordance with guidelines and criteria mutually determined and agreed upon by the Board and the Superintendent.

#### Legal Reference:

Connecticut General Statutes

10-157 Superintendents. Relationship to local or regional board of education; verification of certification status; written contract for employment; evaluation of superintendent by board of education.