



Board Policy

Superintendent Powers and Duties

**Administration
Policy 3002**

Policy Statement

The Superintendent serves as Chief Administrative Officer of the District and Executive Secretary of the Board of Education.

Under the Board's authority and state and federal laws and regulations, he or she shall lead and manage the District.

The Superintendent has authority over all District schools, personnel, and departments.

The Superintendent shall be appointed by and be directly accountable to the Board.

Specific responsibilities are the following:

- The Superintendent shall establish administrative procedures to preserve and distribute the policies of the Board.
- The Superintendent shall involve other staff members, representatives of employee groups, and members of the general public in decision making whenever appropriate and shall establish advisory councils and instructional committees for the consideration of issues of District governance.
- The Superintendent shall develop, distribute, and enforce administrative procedures necessary to put Board policies into effect.
- The Superintendent shall ensure that appropriate measures are established and maintained to provide for the safety and security of District students and employees.
- The Superintendent shall be responsible for all property of the District and shall ensure that such property is appropriately maintained and secured.
- The Superintendent shall ensure that the District maintains an attendance accounting system that meets the requirements of the state and federal government.
- The Superintendent shall establish a system for the organization and distribution of written communications.
- The Superintendent shall supervise the District's employees and shall submit for the Board's authorization an administrative organizational plan which shall be publicly available.
- The Superintendent shall develop position descriptions for all classifications of employees with input from staff and the public, as appropriate.
- The Superintendent shall follow personnel policies and procedures, collective bargaining agreements, and salary schedules adopted by the Board and shall do so in compliance with state and federal law.

	<ul style="list-style-type: none"> • The Superintendent shall serve as chief budget officer, but may delegate budgeting and fiscal responsibilities to appropriate staff. The Superintendent shall direct the preparation of the annual budget to be presented to the Board for approval and adoption. • The Superintendent shall be responsible for pupil accounting and reporting used to inform program planning, school attendance patterns, and facility planning. • The Superintendent shall recommend to the Board attendance zones for each school. • The Superintendent shall establish and implement regulations and procedures governing the development, evaluation, and monitoring of District instructional programs, materials, and services. • The Superintendent shall be responsible to the Board for the administration of the instructional program and shall recommend to the Board suitable instructional materials necessary for the proper functioning of the instructional program. • The Superintendent shall have the authority to approve new programs of study which meet instructional goals. • The Superintendent shall ensure the development and implementation of special education guidelines that provide appropriate accommodations for the needs of special education students and comply with all federal and state regulations regarding such students. • The Superintendent shall implement a system for reporting student progress in scholarship and behavior to parents. • The Superintendent shall monitor issues faced by District schools, evaluate the quality and efficiency of District operations, and report conclusions periodically to the Board. • The Superintendent shall recommend to the Board policies, plans, and programs necessary to the effective and efficient operation of the District. • The Superintendent shall direct the annual preparation and publication of a report addressed to District citizens that outlines current condition, accomplishments, and needs as well as a financial statement. The report, covering the fiscal year, shall be produced for distribution and available on request after Board approval no later than the August meeting following the close of the fiscal year. • The Superintendent may delegate any powers or duties to other district personnel, but such delegation shall not relieve him or her of responsibility for actions taken under such delegation. 	
Responsibility	The Board shall monitor the Superintendent’s compliance.	
References	14 Del. C. §1049, 1050, 1091	

	Related Policies: 2010 Selection and Appointment of Superintendent	
Adoption Date	Date of manual adoption (as CCB, DB, IFD, and JC), 08/19/1981 (as CB, CC, CI, and CM), 10/15/1986 (as ABB)	
Revision/ Reapproval Date	Revised: 11/21/1984 (as CI), 05/18/2011	