

Board Policy

Code No. 302.4

SUPERINTENDENT OF SCHOOLS - FUNCTIONS

TITLE: SUPERINTENDENT

QUALIFICATIONS: Appropriate certification and experience for position.

REPORTS TO: Board of Education

RESPONSIBILITIES:

The Superintendent of Schools is responsible to the Board of Education for the educational program and the administrative operation of the school district. The Superintendent shall serve as a chief executive officer of the Board of Education and have the broad responsibilities to:

1. Make decisions and demonstrate leadership that support the mission, goals, and interests of the District and of students.
2. Assist the Board in the discharge of its legal actions and duties.
3. Supply the Board with information requested or needed to assist the Board in its policy and decision making functions.
4. Administer and enforce the policies of the Board in all aspects of its operation of the school district through development of administrative procedures as necessary.
5. Prepare the Board meeting agenda, assist the Board president in the conduct of public and executive meetings, meet with individual Board members and committees as needed or requested to give each Board member an opportunity to informally discuss the operations of the district.
6. Serve as liaison between the Board of Education and recognized organizations within the District.
7. Provide the public and the district staff an opportunity to become informed, involved, and committed in setting goals and implementing programs of the district.
8. Represent the Board and district, where appropriate, at state-level meetings of educational institutions and agencies, and at conferences, conventions, and functions in which the district has an official or educational interest.
9. Assess effectiveness of building administrators in their roles as staff evaluators.
10. Recommend an annual school calendar to the Board of Education.
11. Provide direct supervision to members of the administrative team in establishing leadership objectives relating to the planning of educational, operational and administrative functions at the district level.
12. Supervise members of the administrative team in establishing procedures for evaluating the effectiveness of the leadership objectives enumerated above.
13. Meet regularly with central and district administrative teams to receive input from all administrative levels to assess the effectiveness of current programs, and to communicate policy and procedures.
14. Determine and recommend to the Board appropriate salary placement for administration personnel based on performance evaluation.
15. Supervise preparation of the annual budget, review budget requests for various functions, and establish initial priorities in preparation for the above.

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16. Recommend to the Board of Education all personnel to be employed, promoted, or discharged.
17. Retain consultants for educational, administrative, design, engineering, and other services as needed.
18. Keep informed of modern educational thought and practices by advanced study, by visiting schools within the system and outside the district, by attending educational conferences, and by other appropriate means, and keeping the Board informed of trends in education.
19. Initiate and direct all studies related to new site development and new physical plant construction and submit detailed written reports and recommendations to the Board.
20. Conduct continuous evaluations of all facets of the educational program to facilitate better planning, programming, and the best utilization of all available resources.
21. Perform such other duties from time to time as may be directed by the Board of Education.

Legal Reference: Iowa Code Chapter 279.20

Approved: August 14, 1967

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