

Salinas Union High School District

Instruction

Regulation #2110

SUPERINTENDENT: RESPONSIBILITIES AND DUTIES

Appointment

The Superintendent of Schools is appointed by the Governing Board. His contract shall be for the period of time and at a salary mutually agreeable to the Board and the Superintendent.

Powers/Duties/Responsibilities

The Superintendent of Schools is the chief executive officer of the Board and shall assume total responsibility, under the Board, to manage and direct all affairs of the School District, including general control of all certificated and classified employees of the District. In addition to specific powers and duties which may be assigned to the Superintendent elsewhere in the laws, and the regulations of the State Board of Education, the Superintendent shall have the additional powers and duties stated in Education Code Section 35035.

The execution of all decisions made by the Board, concerning the internal operations of the School System, are delegated to the Superintendent.

The Superintendent of Schools must play a key role in the collective negotiations process. The Superintendent shall work closely with the Board and its chief negotiator(s) (cf. 9141 - Negotiation Representatives), providing leadership for them as well.

The Superintendent as chief executive officer of the Board, shall have the specific powers and duties listed below, and shall be directly responsible to the Board for their proper exercise. The mention of these particular powers and duties, however, shall not be interpreted to exclude powers and duties not mentioned herein, but which are incident to the position of Superintendent:

1. The Superintendent shall be privileged, and it shall be his duty to attend, insofar as feasible, all meetings of the Board, except he shall not be present at any Board meeting during the time when his salary and contractual relations with the Board are being considered, unless his presence is requested by the Board. He shall have the privilege of speaking at Board meetings on all matters before the Board.
2. Supervision of the schools of the District is centered in the Superintendent and all employees of the District are under the Superintendent's direction and responsible to him.
3. The Superintendent shall have the duty of recommending assignment, tenure, transfer, promotion, demotion, termination of employment, and disciplinary action with respect to all employees.
4. The Superintendent shall provide for the preparation and maintenance of job descriptions for all management personnel according to acceptable personnel practice.

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5. The Superintendent shall serve all schools of the District as director of instruction, and in that capacity, shall have the duty of supervising all instruction in the schools and shall have the control and management of all pupils of the schools. He shall be responsible for the establishment of curricula and courses of study, and for the formulation of programs of school activities.
6. The Superintendent shall recommend textbooks, instructional supplies including audio-visual materials, school equipment and technology.
7. The Superintendent shall cause the compulsory attendance laws to be enforced.
8. The Superintendent shall cause to be prepared the annual budget and shall submit it to the Board for its consideration and action at the times prescribed by law. He shall make such corrections or revisions therein as the Board may request or instruct.
9. The Superintendent shall exercise control and supervision over all school buildings, grounds, and equipment.
10. The Superintendent shall cause to be collected such information as may be necessary to keep informed concerning the needs of the School District. He shall at appropriate times make recommendations to the Board with respect to the District's needs of physical facilities and other requirements.
11. The Superintendent shall have the power to make reasonable rules and regulations concerning uniform personnel standards and practices to be followed by the executive staff, teachers, and other employees.
12. The Superintendent may delegate those powers and duties which the Board has entrusted to him where delegation is appropriate, but in every instance in which a power or duty is delegated, he shall continue to be responsible to the Board for the proper execution of the power or duty delegated.
13. The Superintendent shall cause annual records to be kept as required by law; also, he shall keep such other records and make such other reports as the Board may request or instruct.
14. The Superintendent shall establish procedures to hear complaints against the District and shall act in matters of controversy between and among school employees, and between and among school employees and pupils, parents of pupils, or patrons, when the controversies relate to school affairs. The Superintendent's decision in such matters may be appealed to the Board.
15. The Superintendent is authorized to permit members of the staff to attend conferences or conventions or to make school visitations, and to determine whether or not such attendance shall be at the expense of the District. Persons attending will accept the responsibility of making reports on the conference, convention, or school visitation to interested members of the staff as required.
16. The Superintendent is empowered to enter into contracts for and on behalf of the District. All such contracts shall be submitted to the Board for ratification or approval before they become valid or constitute an enforceable obligation against the District.

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17. The Superintendent is authorized to appoint committees of staff members to provide information that might assist the Superintendent in formulating recommendations to be made to the Board, or to help the Superintendent keep informed as to the needs of the District. Such committees are advisory to the Superintendent and may be appointed at his discretion. Any final written reports of those committees which may be involved in a major policy decision by the Board shall be forwarded by the Superintendent to the Board as information along with the Superintendent's analysis of the problems and his recommendations.
18. The Superintendent is authorized to grant approval of activities in the schools of the District that would involve the solicitation of funds in the community served by the school and outside the immediate property boundaries of the school.
19. The Superintendent shall maintain a comprehensive plan for monitoring the progress of the schools in achieving product goals (student learning) and process goals (effectiveness of operations)
20. The Superintendent shall develop a plan to monitor the progress of the schools in achieving product goals. The plan will provide for reports to the Board on 1) student achievement; 2) the effectiveness of the schools in achieving Board adopted goals.

cf. 0000 – Philosophy, Goals and Objectives

Policy adopted: 11/24/81

Former policy now submitted as a regulation.