

Descriptor Term:
SCHOOL SUPERINTENDENT

Descriptor Code:
1.0130

Legal References: G.S. 115C-47, -271, -272, -273, -276, -275

Cross References: 1.0100 Board Authority and Duties; 2.2100 Duties of Officers

A. Role of Superintendent

The superintendent is the chief executive officer of the school system and has, under the direction of the board, general supervision of all the public schools and of all the personnel and various departments of the school system. The superintendent is responsible for management of the schools under the board's policies, and is accountable to the board.

As defined by board policy or by vote of the board, the superintendent, in his/her discretion, may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the superintendent. The delegation of power or duty, however, shall not relieve the superintendent of responsibility for the action taken under such delegation.

B. Duties of the Superintendent

The superintendent of schools shall be the chief executive and administrative officer of the school board and shall have, in addition to the powers and duties specifically imposed on his office by statute, all executive and administrative powers or duties in connection with the conduct of the schools which is not required by statute to be executed directly by the board or by some other officer:

In addition to duties specified by law and regulations of the State Board of Education, further duties of the superintendent shall be the following:

1. to serve as executive head of the entire school system in charge of both educational and business functions;
2. to administer the development and maintenance of a positive educational program designed to meet the needs of the system and to carry out policies of the board; to initiate matters of educational policy and to make definite recommendations to the board thereon; to keep abreast of the best educational developments and advise the board regarding changes in policy;
3. to recommend to the board the number and positions required to provide proper personnel for the operation of such a program;
4. to supervise the preparation of the annual budget and to recommend it to the board for approval;
5. to advise and recommend in matters of business administration; to pass upon all proper requests for equipment and supplies; to point out possible economies; and to supervise all

activities of the school system;

6. to conduct a continuous study of the development and needs of the schools, and to keep the public adequately informed concerning his/ her findings;
7. to represent the board to school personnel and to represent the personnel to the board;
8. to perform any other duties assigned by the board.

C. Appointment of Superintendent

The appointment of a superintendent is a function of the board. The board will conduct an active search to find the person it believes can most effectively translate into action the policies of the board as well as the aspirations of the community and the professional staff.

The board may seek the advice and counsel of interested individuals or of an advisory committee, or it may employ a consultant to assist in the selection of the superintendent. However, final selection of a superintendent shall rest with the board after a thorough consideration of qualified applicants.

A vote of the majority of board membership present at a board meeting for which due notice has been given of the intended action will be required for the appointment of the superintendent.

The superintendent's appointment shall be secured through a written contract which will state the term of the appointment, compensation, benefits, and other conditions of employment. In keeping with all applicable laws, the term of the contract shall not exceed four years.

D. Superintendent Compensation and Benefits

The salary of the superintendent shall be based on board adopted state scale, travel allowance, and a local supplement to be determined by the board. The board may also consider and agree to provide a moving allowance to a superintendent.

E. Superintendent's Development Opportunities

The board encourages the superintendent to make every effort to stay abreast of educational trends and to utilize opportunities for exploring new ideas and programs that may be advantageous to the school system.

For this purpose, and so that the superintendent can keep the board and professional staff informed of new and promising educational developments, the board shall encourage superintendent to attend educational conferences, seminars, workshops, and other professional meetings, visit other school systems, and use other means to keep abreast of current educational thought and practices.

F. Superintendent's Consulting Activities

The superintendent shall devote his/her time, skill, labor, and attention to the direction and supervision of the school system, and shall not, during the term of his/her employment, be engaged in any other business. By agreement with the board, however, the superintendent may undertake for remuneration consultative work, speaking engagements, writing, lecturing, membership and office in

educational organizations, or other professional duties and obligations.

G. Evaluation of the Superintendent

The responsibility of the board is to maintain and improve the quality of administration and instruction. One of the primary methods used in carrying out this responsibility is to work with the superintendent in improving his/ her effectiveness. In this regard, the board shall formally evaluate the superintendent each year, and each board member shall be involved in this evaluation.

The board shall publish a set of goals for the year. The superintendent shall respond with a set of anticipated actions corresponding to said goals. These actions shall be subject to board approval. In addition, the superintendent may submit proposed goals and actions which shall be discussed by the board and either accepted or rejected.

Annually, the board shall evaluate the superintendent's performance relating to the published goals of the board, those proposed by the superintendent and accepted by the board, and other components of effective administration; this evaluation shall be accomplished through the use of an instrument approved by the board.