

CHIEF SCHOOL ADMINISTRATOR**A. QUALIFICATIONS**

New York State Certificate as a School District Administrator, School District Leader or equivalent qualification from a reciprocal state. Highly developed skills in administration, supervision of employees, and work with a board of education. Knowledge of school law. Strong record as a teacher or other certificated school professional. Interest in community service.

B. APPOINTMENT

The Superintendent shall be selected and appointed with the advice and assistance of the District Superintendent of the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services.

The Superintendent shall be appointed by the Board of Education for a contractual period of not less than three nor more than five years. The contract shall contain the salary and other terms of employment mutually agreed between the Superintendent and the Board.

C. JOB GOALS

The Superintendent is the chief school administrator in the District. She/he is responsible for all instructional and administrative aspects of the operation of the School District.

D. EVALUATION AND SUPERVISION

The Superintendent is directly responsible to the Board of Education. The Board shall write an annual evaluation of the Superintendent, including objectives for the coming year. The evaluation shall be based upon a meeting between the Superintendent and the Board, and shall reflect the collective opinion of the entire Board rather than any individual member. Each individual board member may comment, but the name of the member making the comment may not be indicated.

E. PERFORMANCE RESPONSIBILITIES**1. Powers**

- a. To assume exclusive responsibility for the execution of all decisions made by the Board of Education.
- b. To act in situations for which the Board has provided no policy for administrative action; to determine when such policy is needed and bring the same to the attention of the Board.
- c. To direct all curricular and instructional functions of the District.
- d. To organize and direct the administrative and supervisory staff in whatever manner shall best serve the District.
- e. With the advice and consent of the Board of Education, to appoint, assign, transfer, terminate, and otherwise direct all staffing and personnel matters in the District.
- f. To direct negotiations and labor relations with the assistance of specialists and the school attorney.
- g. To implement the school budget after approval by the Board and the voters.
- h. To promulgate rules and regulations, and to delegate as much of the rule making function to other administrators as is appropriate.
- i. To serve as an *ex officio* member of the Board of Education.

2. Duties

- a. To carry out all provisions of Federal and State law, and all policies of the Board of Education.
- b. To make a continuous evaluation of the quality and efficiency of all the District, and to make recommendations as needed to the Board of Education.
- c. To lead all members of the school community in planning for future needs in the District.
- d. To provide periodic information to the public concerning the schools.
- e. To attend all meetings of the Board of Education, and meetings of Board committees as necessary. To prepare the agenda with adequate information and material for Board meetings.
- f. To work closely with other school district, colleges, private schools, and other agencies to offer educational programs to adults and others not routinely served by the programs of the school district.
- g. To participate in educational associations, conferences, workshops, and meetings as the representative of the District, and to further the improvement of public education and the teaching profession.
- h. To participate in continuing education such as conferences, workshops, and such other activities as will keep him or her current in the education field.
- i. To delegate instructional, personnel, business, and labor relations functions to those best equipped to carry out these activities.
- j. To assume other duties assigned by the Board of Education.
- k. To enforce all provisions of law and the policies, rules and regulations of the Board; submit for adoption by the Board the annual school calendar; make a continuous study of the development and the needs of the schools; and prepare reports to the Board on the condition and development of the schools. To also acquaint the public with the activities and needs of the schools.
- l. To be responsible for the recruitment, selection, appointment, assignment, evaluation, transfer, suspension, and recommendation for promotion or dismissal of any professional and non-professional employee of the Board. The District Superintendent shall be involved in the process as prescribed by law.
- m. To report to the Board violations of regulations and cases of insubordination, and suspend such employee until the next regular meeting of such Board, when all facts relating to the case shall be submitted to such Board for its consideration and action. The District Superintendent shall be involved in the process as prescribed by law.
- n. To be responsible for the supervision of the instructional program; curriculum development and preparation of courses of study and recommendations of appropriate textbooks and instructional materials; supervision and direction over the enforcement and observance of the courses of study; the examination and promotion of students, and over all other school programs under the management, direction and control of the Board.
- o. To be responsible for the formation of school policies, plans and programs, and the preparation of the annual budget.
- p. To work with transportation personnel, cafeteria manager, maintenance staff, clerical staff, business manager and others regarding internal operation of departments, personnel needs, problems, etc.
- q. To be responsible for the overall discipline of the student body, handle violations and report to the Board on unusual cases and circumstance--particularly those involving suspension and/or formal hearings.

- r. To delegate some decision making responsibility and provide a climate which will encourage those reporting to discuss plans and problems and receive advice and counsel without affecting their decision making responsibility.
- s. To refer matters which have major or unusual effect upon the progress, success, or relationship of the school system to the Board of Education for information, advice, guidance or approval as appropriate.
- t. To participate actively in the appropriate affairs of the community.
- u. To assume any other duties assigned by the Board which will be of assistance to the Board in fulfilling its legislative and policy functions to the School District.
- v. To evaluate and counsel staff members regarding their professional performance as necessary.
- w. Direct the building of necessary schedules and calendars and assume final responsibility for all teacher assignments, room schedules, etc.

APPROVED: BOARD OF EDUCATION

DATE: June 14, 1988

REVISED: January 21, 2003

February 5, 2008

October 15, 2013