

## Raymond School District Policy - CB

### SCHOOL SUPERINTENDENT

The Superintendent of Schools serves as the educational leader and chief executive officer of the Raymond School District. The administration of the school system in all its aspects shall be delegated to the Superintendent, who shall carry out his administrative functions in accordance with the policies adopted by the School Board, State law, and the regulations of the State Board of Education.

The superintendent shall have, under the direction of the School Board and in conformance with state law and policies, general supervision of the public schools and of all the personnel and departments of the school system. The Superintendent is responsible for the management of the schools under the Board's policies and is accountable to the Board. Further, the Superintendent is accountable to the Commissioner of Education for carrying out duties specified by the State Board of Education and/or the Commissioner.

The Superintendent, in his discretion, may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the Superintendent by these policies or by vote of the Board. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action taken under such delegation.

The Superintendent is responsible for carrying out duties prescribed in the Superintendent's contract with the School Board, and the duties listed below.

#### **General Duties**

1. Promotes the success of all students and supports the efforts of the School Board to keep the district focused on learning and achievement.
2. Plans and administers the activities of the school district subject to statutory requirements and the policies of the School Board.
3. Develops and maintains a system of public schools, staffed by certified educators, qualified professionals, and persons providing support services.
4. Provides, develops, and implements procedures to achieve educational objectives within the school district.
5. Values, advocates, and supports public education and all stakeholders.
6. Recognizes and respects the differences of perspective and style on the School Board and among staff, students, parents, and the community, and assures that the diverse range of views inform Board decisions.
7. Acts with dignity, treats everyone with civility and respect, and understands the implications of demeanor and behavior.

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8. Serves as a model for the value of lifelong learning and supports the Board's continuous professional development.
9. Works with the Board as a "governance team" and assures collective responsibility for building a unity of purpose, communicating a common vision, and creating a positive organizational culture.
10. Recognizes that the Board/Superintendent governance relationship is supported by the management team.
11. Understands the distinctions between Board and staff roles, and respects the role of the Board as the representative of the community.
12. Understands that authority rests with the Board as a whole; provides guidance to the Board to assist in decision-making; and provides leadership based on the direction of the Board as a whole.
13. Communicates openly with trust and integrity including providing all members of the Board with equal access to information, and recognizing the importance of both responsive and anticipatory communications.
14. Accepts leadership responsibility and accountability for implementing the vision, goals, and policies of the district.

### **Substantive Duties**

1. Nominates all certified staff.
2. Appoints other employees in accordance with State law, regulations of the State Board of Education, and School Board policies, and provides for temporary vacancies.
3. Directs and supervises the work of all employees of the district and has all powers necessary to make such direction effective. While the Superintendent has ultimate responsibility, the delegation of powers and duties to other personnel is a proper exercise of the office.
4. Selects and purchases textbooks and other scholastic apparatus and supplies in accordance with the regulations of the School Board and the State Board of Education, and sees that these are suitably distributed to the schools, accurately accounted for, and economically used.
5. Secures supplies immediately needed for the operation of the schools.

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6. Develops and recommends to the School Board an annual budget for the support of the educational program and the operation and maintenance of the schools.
7. Develops an accounting system and financial reporting procedures in order that all funds will be accounted for in accordance with School Board policy and local and State laws.
8. Develops an educational plan for the district and recommends a program of studies suitable to the needs of the pupils and the community in accordance with School Board policies, State statutes, and State Board of Education regulations.
9. May remove a teacher or other employee of the district for cause, in accordance with State statutes.
10. Recommends dismissal of certified staff to the Board, recognizing its authority to dismiss according to State statutes.
11. Maintains records and makes reports as required by the State Board of Education and the School Board.
12. Admits pupils to school attendance in accordance with the laws of the State, regulations of the State Board, and policies of the School Board. Assigns pupils to such classes and grades as their needs warrant.
13. Provides for the alleviation of hazardous conditions of an emergency nature that affect the health and welfare of pupils.
14. Decides whether or not to dismiss schools early or close schools due to inclement weather or for other emergency reasons.
15. Evaluates personnel and programs in accordance with School Board policies.
16. Implements, after notice, the policies and regulations of the State Board of Education. Participates in the development and evaluation of said policies and regulations as requested by the Commissioner of Education.

Regulatory Reference:

*N.H. Code of Administrative Rules - Section Ed 302*

Adopted: January 5, 1972

R/R: 7/21/88

Revised: April 18, 2002