

BRITTON-HECLA SCHOOL DISTRICT	CBA Page 1 of 3
Policies	

SUPERINTENDENT

The Superintendent shall be the chief executive officer of the School Board and shall possess the powers and discharge the duties that pertain to the office. Under the direction and control of the School Board, the Superintendent shall have general supervision and direction of all public schools of the district including the areas of personnel, curriculum, building maintenance, finance, research, public relations and administrative details.

Qualifications

The superintendent of schools shall meet all the requirements as defined by the State, and the South Dakota Department of Educations.

Position Description

The Board sees its role as providing the best education possible for the children of the district within the limitations placed upon it by the constituents of the district and the laws and rules of the State of South Dakota. One of the most important functions of the Board is that of selecting a Superintendent who has the training, experience and skills to work effectively with the Board, professional staff and district patrons. Once selected, the board will provide the superintendent with the support and the feedback that will maximize the effectiveness of the superintendent.

In carrying out the duties of the office, the superintendent of the District shall:

1. Administer the policies, rules, regulations and laws of the State of South Dakota and the Board as they pertain to the operation of the schools of the district;
2. Provide leadership that promotes the philosophy of equality of opportunity for all children and establishes high expectations for student performance and behavior;
3. Establish a system for organizing, appraising, coordinating and evaluating the programs of the district;
4. Seek continued growth in skill, insight, knowledge and general competence of all personnel;
5. Work through principals and administrators to establish an effective teaching environment for every teacher and a climate conducive to experimentation and release of inventive/creative talents among the staff and students;
6. Be a motivating force in the professional development of the principals and a unifying influence in their administration;
7. Prepare and recommend to the board an annual school budget based on sound educational programs and authorize purchases and expenditures within the limits of the approved budget;

8. Recommend a program of improvement, alteration and maintenance of school buildings and site facilities.
9. Provide leadership in the development and administration of a supervision and evaluation program for all personnel in the district that will result in high quality performances;
10. Develop and maintain a program of public relations/public information concerning school district programs and needs;
11. Prepare reports and recommendations to keep the Board informed of conditions, needs, direction and control of the schools;
12. Develop application, screening and interviewing procedures to insure that high quality candidates are recommended to the Board for appointments to staff positions;
13. Prepare the agenda and appropriate support material and recommendations for Board action for all Board meetings;
14. Perform any additional duties that might be assigned by the Board;
15. Complete and file the necessary reports to show compliance with all state and federal regulations and laws;
16. Prepare and present to the Board for adoption, handbooks for all staff and students which will convey to them the policies and procedures of the district as adopted by the Board;
17. Develop and administer a system of regular and special education that will meet the needs of the children of the district and will comply with the various state and federal statutes and regulations pertaining to this;
18. Establish relationships with parents so as to facilitate the best parent/teacher/school relationships possible.
19. Organize a plan for staff development that provides opportunities for growth to all school district employees;
20. Provide for planning, scheduling and supervising the work of all other employees either personally or by delegating the work to others;
21. Develop and administer a system for the development of policies, plans, procedures and needs of the district through appropriate participation of staff, students and the public;
22. Serve as a model for wellness in appearance, personal habits and behavior;

23. Continue personal and professional development through appropriate readings, course-work, conference attendance, professional committee work and interaction with educators from this district and other districts;
24. Serve as a model of ethical behavior as set forth in the South Dakota Professional Administrators Practices and Standards Code of Ethics.

Legal References: ARSD 24:15:06:34

Adopted:

Revised/Reviewed: **11/13/17**