

SUPERINTENDENT OF SCHOOLS

Employment

The Board shall determine the process to be used in hiring and employing a superintendent. The Superintendent shall be employed pursuant to a Board-approved written contract specifying the compensation and the benefits to be provided to the Superintendent by the District. The Superintendent shall be responsible for filing the contract as required by law. The Superintendent shall hold an Administrative certificate recognized and approved by the State Department of Education.

Duties and Responsibilities

The Superintendent is the chief executive officer of the District and has charge of the administration of the schools of the District. The Superintendent is responsible for the general coordination of the District as well as the general administrative supervision and control of employees. The Superintendent presents recommendations to the Board for its consideration and possible approval. The Superintendent is responsible for the final interpretation of Board policies as well as seeing that all state and federal laws and regulations applicable to the District are enforced. The Superintendent should keep the Board informed as to how policies are being carried out and how effectively such policies are operating. The Superintendent should maintain a public relations program which will inform the community of the activities, needs, and successes of the District. The Superintendent should also maintain open communication with principals, teachers, and other staff to determine their needs, ideas and accomplishments within the District. The Superintendent shall also perform those duties and responsibilities set forth in the applicable job description, contract, law, District policy, or Administrative Regulation.

Compensation and Benefits

After the Board has made a decision to offer employment or reemployment to the Superintendent, a representative of the Board and the Superintendent shall develop a proposed employment contract for the applicable term of employment. The proposed employment contract shall be presented to the Board for consideration and approval. After an employment contract has been approved by the Superintendent and the Board, the contract shall be signed by the parties and filed in accordance with law. The contract shall specify the term of employment and Superintendent's compensation and benefits.

As a safeguard for both the Board and Superintendent, all expenses submitted by the Superintendent for reimbursement will be examined and approved by either the president or vice president of the Board after being recommended for reimbursement by the District's Chief Financial Officer.

Evaluation

The evaluation of the Superintendent shall have as its overall purpose the assessment of the effectiveness of the Superintendent in meeting the needs of the District. The evaluation shall be conducted by the Board in conjunction with the Superintendent and shall include an examination of the working relationship between the Board and the Superintendent. Areas to be evaluated shall include, but not be limited to, the following:

1. The Superintendent's relationship with the Board;
2. The Superintendent's personal qualities;
3. The effectiveness of the District's administration;
4. The District's quality of instruction;
5. The Superintendent's relationship with the District's employees;
6. The Superintendent's relationship with the community; and
7. The quality of the District's financial and business conditions.

In preparing for the Superintendent's evaluation, an evaluation form shall be jointly developed by the Board and the Superintendent. At some point during the fiscal year, the Board shall meet in executive session to evaluate the Superintendent's performance of duties for the fiscal year to date, including the progress made toward accomplishing the Superintendent's and Board's stated goals for the year. The Board and the Superintendent shall develop a written evaluation instrument to be issued to evaluate the Superintendent's annual performance. During one or more portions of such executive session, the Board shall meet with the Superintendent to discuss the evaluations and the completed composite evaluation form, a copy of which shall be provided the Superintendent.

Reemployment

Following the evaluation of the Superintendent and before June 30, the Board shall meet in executive session to discuss the employment status of the Superintendent. The Board shall consider reemployment of the Superintendent. The Board may take action at any time to dismiss, non-reemploy, suspend or extend the Superintendent's employment/contract as provided by law.