



Book	Policy Manual
Section	Policies for the Board
Title	Copy of RESPONSIBILITIES OF THE SUPERINTENDENT
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1230 - RESPONSIBILITIES OF THE SUPERINTENDENT

The Board recognizes the Superintendent of Schools as the Chief Administrative official of the school system. The professional standards, as defined by the American Association of School Administrators, provide a base reference for the performance of position responsibilities.

The Superintendent of Schools shall:

- A. promptly and fully inform the Board of any matter or related matters involving legal expenses reasonably expected to exceed \$ 5,000_____ **[insert amount specified by the Board]** (I.C. 20-26-5-44)
- B. inform all Board members within five (5) business days, if the Superintendent:
 1. becomes aware of possible criminal activity involving a current or former Corporation employee or contract that:
 - a. may have occurred on school property or at a school approved activity or event not on school property; and
 - b. may have involved a current or former student who was a student at the time of the possible criminal activity; or
 2. concludes an investigation of a personnel matter that results in or could result in the suspension or termination of a Corporation employee (I.C. 20-26-5-42.3)
- C. provide overall leadership and direction for the community's public schools, in accordance with the objectives and policies of the Board of School Trustees.
- D. attend all meetings of the Board of School Trustees and its committees (except when the Superintendent's election, tenure, or salary are being considered), and advise the Board of School Trustees on matters of school policy and administration.
- E. prepare an agenda for each meeting of the Board of School Trustees, along with related and appropriate informative materials.
- F. nominate for election the personnel for all positions authorized by the Board of School Trustees.
- G. recommend for suspension or discharge any employee whose services are so unsatisfactory as to warrant such action.
- H. recommend, after conferring with administrative officers and teaching staff, the purchase of textbooks and all other supplies and equipment needed for activities of the schools or other agencies under the control of the Board of School Trustees.
- I. provide periodic reports to the Board of School Trustees so that the members may be informed of the status of all major functions of the School Corporation's operation, and how their policies are being implemented.
- J. keep the Board of School Trustees informed as to school building needs, and recommend such actions as are necessary to meet these needs.

- K. guide the development of systems and procedures within the School Corporation to insure legal, effective, efficient and economical operation.
- L. prepare for the approval of the Board of School Trustees the bylaws, rules, and regulations needed for the direction and control of the School Corporation.
- M. plan for professional growth of all employees.
- N. prepare and submit to the Board of School Trustees for approval a plan for interpreting the educational program to the public and direct such procedures as may then be authorized.
- O. prepare or have prepared for his/her approval the content of each course of study to be authorized by the Board of School Trustees.
- P. determine the boundaries of school attendance areas, subject to approval of the Board of School Trustees.
- Q. oversee the general operation and maintenance of school facilities and equipment, and the purchase, storage, distribution, and inventory of all supplies.
- R. supervise the assignment and transfer of all employees according to needs of the School Corporation.
- S. submit to the Board of School Trustees for approval an annual budget showing in detail the amount of funds necessary to provide for estimated needs during the coming year.
- T. assume general control of all purchases and expenditures within limitations of the budget as approved by the Board of School Trustees.
- U. assume responsibility for the development of suitable plans in all major areas of the school program to achieve the objectives of the School Corporation.
- V. keep the Board of School Trustees informed of the School Corporation's progress toward achieving its goals and objectives.
- W. execute for and on behalf of the New Prairie United School Corporation all contracts for teachers whose employment has been authorized and approved by the Board of School Trustees.
- X. execute and coordinate on behalf of the New Prairie United School Corporation all work agreements with classified (non- certificated) personnel whose employment has been authorized and approved by the School Board of Trustees.