QUALIFICATIONS

A person may not be employed as a superintendent unless the person holds an appropriate certificate or permit. *Education Code 21.003*

DUTIES

The Superintendent is the educational leader and chief executive officer of the District. *Education Code 11.201(a)*

The duties of the Superintendent include:

1. Assuming administrative responsibility and leadership for the planning, organization, operation, supervision, and evaluation of the education programs, services, and facilities of the District and for the annual performance appraisal of the District's staff.

2. Except as provided by Education Code 11.202 (duties of principal) [see DK and DP], assuming administrative authority and responsibility for the assignment, supervision, and evaluation of all personnel of the District other than the Superintendent.

3. Overseeing compliance with the standards for school facilities. [See CS]

4. Initiating the termination or suspension of an employee or the nonrenewal of an employee's term contract. [See DF series]

5. Managing the day-to-day operations of the District as its administrative manager, including implementing and monitoring plans, procedures, programs, and systems to achieve clearly defined and desired results in major areas of District operations.

6. Preparing and submitting to the Board a proposed budget and administering the budget.

7. Preparing recommendations for policies to be adopted by the Board and overseeing the implementation of adopted policies.

8. Developing or causing to be developed appropriate administrative regulations to implement policies established by the Board.

9. Providing leadership for the attainment and, if necessary, improvement of student performance in the District based on the state's student achievement and quality of learning indicators and other indicators as may be adopted by the Commissioner or the Board. [See AIA]

10. Organizing the District's central administration.

11. Consulting with the District-level committee. [See BQA]

12. Ensuring:

    a. Adoption of a Student Code of Conduct [see FO] and enforcement of that Code of Conduct; and

    b. Adoption and enforcement of other student disciplinary rules and procedures as necessary.

13. Submitting reports as required by state or federal law, rule, or regulation.

14. Providing joint leadership with the Board to ensure that the responsibilities of the Board and Superintendent team are carried out; and

15. Performing any other duties assigned by action of the Board.

Education Code 11.201(d)

In addition, the Superintendent shall, on a day-to-day basis, ensure the implementation of the policies created by the Board. *Education Code 11.1512(a)*

COLLABORATION WITH THE BOARD

The Board and the Superintendent shall work together to:

1. Advocate for the high achievement of all District students;

2. Create and support connections with community organizations to provide community-wide support for the high achievement of all District students;

3. Provide educational leadership for the District, including leadership in developing the District vision statement and long-range educational plan [see AE];

4. Establish District-wide policies and annual goals that are tied directly to the District's vision statement and long-range educational plan;

5. Support the professional development of principals, teachers, and other staff; and

6. Periodically evaluate Board and Superintendent leadership, governance, and teamwork.

Education Code 11.1512(b)