

SUPERINTENDENT DUTIES

The board employs a superintendent of schools to serve as the executive officer of the board. The board delegates to the superintendent the authority to administer the school district and to execute decisions made by the board concerning the internal operations of the school district, unless specifically stated otherwise.

The superintendent shall be responsible for the implementation and execution of board policy and the observance of board policy by school district personnel and students. The superintendent shall be responsible for overall supervision and discipline of school district personnel and for the curriculum offered in the school district.

In executing the above-stated duties and others the board shall delegate, the superintendent shall consider the economics as well as the needs of the students of the school district. Specifically:

The superintendent shall serve as executive officer of the board of directors and shall have such powers and duties as may be prescribed by the board. The superintendent shall be charged with the responsibility of implementing the policies of the board and is responsible for carrying out all policies, rules and regulations established by the board. In matters not specifically covered by the board policies, the superintendent is to take appropriate action and report the same to the board not later than the next regular board meeting;

The superintendent shall prepare, in conjunction with the board president, the agenda for the board meetings, shall attend all meetings of the board and may participate in all deliberations, except when the superintendent's contract is being considered, but shall have no vote;

The superintendent shall administer the schools in conformity with the adopted policies of the board and the rules and regulations of the State Department of Education and in accordance with the law;

The superintendent shall be responsible for the supervision of all employees connected with the North Scott Community School District. All individuals employed by the board are responsible either directly or indirectly to the superintendent of schools;

The superintendent, with the staff, shall provide a continuous appraisal of all policies originating from the board of directors and shall recommend changes, additions, or deletions of the same;

The superintendent shall make verbal or written reports to the board whenever requested to do so. It is the responsibility of the superintendent to keep the school board informed on all vital matters pertaining to the school system;

The superintendent shall be responsible for examining the records and credentials of all applicants for positions as teachers, principals or other personnel and shall make recommendations to the board in regard to hiring. The board has the authority to reject specific candidates recommended, but personnel finally employed should be employed upon the superintendent's recommendation;

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With approval of the board, the superintendent shall assign all principals, teachers, and other district personnel to their positions in the schools and make such transfers or other changes as may be necessary;

The superintendent shall be responsible for the curriculum and course of study being taught in the North Scott Community School District. The superintendent provides professional leadership for the educational program of the schools and is responsible for the development of a system for regularly reporting to the board on all aspects of that program;

The superintendent shall direct the formulation and revision of salary schedules within the financial resources of the community and make such recommendations to the board;

The superintendent is responsible for preparing and submitting to the board a preliminary budget;

The superintendent shall give special attention to the discipline and methods of instruction followed in the schools and shall aid principals and teachers by advice and suggestions. To these ends, the superintendent shall personally supervise the school as often as possible and note means by which the efficiency of the school can be improved;

The superintendent has the authority to prepare such regulations and give such instruction to school employees as may be necessary to make the policies of the board effective. The superintendent may delegate responsibilities and assign duties. Such delegation and assignment does not relieve the superintendent of final responsibility for actions of subordinates;

The superintendent formulates and recommends personnel policies necessary for efficient functioning of the school staff. The policies approved by the board should be included in the written rules and regulations;

The superintendent is responsible for the development of a program of maintenance and improvement or expansion of buildings and site facilities. This includes recommendation for employment and supervision of all building custodians;

The superintendent shall represent the district as its chief executive officer in dealings with other school systems, social institutions, business firms, agencies of government, and the general public;

The superintendent shall keep the public informed about modern educational practices, educational trends, and the practices and problems in the school district;

The superintendent shall be responsible for the disposition of unwanted equipment; and

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The superintendent shall be responsible for accepting gifts on behalf of the school which are in compliance with board policy.

This list of duties shall not act to limit the broad authority and responsibility of the office of the superintendent. In executing these duties and others that the board may delegate, the superintendent shall consider the needs of the students, as well as the economic condition of the school district.

Legal Reference: Iowa Code §279.8, .20 (2015).
281 Iowa Admin. Code 11.4 (9).
281 Iowa Admin. Code 12.4 (4).

Cross Reference: 200.3 Powers of the Board of Directors
200.4 Responsibilities of the Board of Directors
301 Administrative Structure
303 Superintendent
303.4E1 Superintendent - Job Description

Approved: October 8, 1990
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Revised: