

**QUALIFICATIONS AND DUTIES OF SUPERINTENDENT**

Qualifications of the Superintendent of Schools

1. The Superintendent of Schools shall meet the qualifications established by the State Board of Education and by the General Assembly of the State of Missouri.
2. The Superintendent of Schools shall have earned a doctor's degree from an accredited institution, with a major in educational administration.
3. The Superintendent of Schools shall have five years of experience in teaching and five years of experience as an administrator of schools.
4. The Superintendent of Schools shall have established himself/herself as an educational leader in the profession.

Duties of the Superintendent of Schools

1. The Superintendent of Schools shall enforce all provisions and all policies of the law, administer the schools in conformity with the adopted policies and regulations of the Board of Education, submit for adoption a continuous study of the development and needs of the schools, and report to the Board of Education on the condition and development of the schools. He/she will have the privilege of consulting with the attorney for the Board of Education for advice on legal matters arising in the performance of his/her duties. He/she shall also acquaint the public with the activities and needs of the schools.
2. The Superintendent of Schools shall recommend to the Board of Education the appointment of all personnel required for the operation of the schools. The Superintendent may employ a person to fill any vacancy and permit him/her to enter into the performance of the duties of the position without prior Board approval if such employment occurs between regular Board meetings and the Superintendent finds such action to be necessary and in the interest of the District. The employment shall be evidenced in writing by letter from the Superintendent and accepted by the person employed.

At the next meeting after the Superintendent takes any such action, he/she shall report to the Board with his/her recommendation. If the Board declines to continue any such employment, the employee concerned shall immediately be removed from performance of the duties thereof, but shall be paid compensation for services rendered in accordance with the then current salary policies. Upon approval by the Board of any such employment, the contract or appointment shall be effective as of the date of actual commencement of the performance of the duties.

Duties of the Superintendent of Schools, cont'd

3. The Superintendent of Schools shall be responsible for the evaluation, assignment, alteration of the assignment, transfer, suspension, and recommendation for promotion of or dismissal of any employee of the School District, with the exception of himself/herself and District administrators, which employment requires Board approval.
4. The Superintendent of Schools shall be responsible for the conduct of the instructional program, and shall recommend to the Board of Education courses of study, textbooks, supplies, and supervision for the instructional program.
5. The Superintendent of Schools may, for cause, suspend or recommend the expulsion of pupils from school.
6. The Superintendent of Schools shall have the authority to control, and shall exercise general supervision of management of individual schools by granting or withholding approval of plans and procedures as these may be prepared by principals and the administrative heads of the departments.
7. The Superintendent of Schools shall maintain a continuous study of the problems confronting the schools, evaluate the quality and efficiency of all departments, and report to the Board of Education as often as required, but not less than annually.
8. The Superintendent of Schools shall have the responsibility to submit school policies, plans and programs, and, by the preparation and presentation of facts and explanations, he/she shall assist the Board of Education in its duties of legislation and policy-making for the schools.
9. The Superintendent of Schools shall supervise the preparation of all federal, state and local reports and the annual budget, and recommend them to the Board of Education for approval.
10. The Superintendent of Schools shall keep the Board of Education informed as to the execution of policies and the effectiveness, conditions and efficiency of the different services of the school system when, in his/her opinion or the opinion of the Board of Education, the same shall be necessary.
11. The Superintendent of Schools shall be represented at all committee meetings, and act as a member ex officio of all committees appointed by the Board.

Duties of the Superintendents of Schools, cont'd

12. The Superintendent of Schools shall represent the schools before the public and maintain, through cooperative leadership both within and out-side the schools, such a program of publicity and public contacts as may serve to improve understanding and morale between the schools and the District.
13. The Superintendent of Schools shall provide for a continuous study of the needs of the School District through task committees.

All certificated employees and association members, through their building representative, can provide in-put by volunteering for such committees. Additionally, building principals may recommend teachers to serve on the task committees, subject to prior approval of the recommendation by the teacher.

When feasible, such committees also shall consist of administrators, parents, students, Board of Education members, classified employees, and other interested patrons. The formation, implementation and conclusion of such task committees shall be under the direction of the Superintendent of Schools.

14. The Superintendent of Schools shall perform such other duties as the Board of Educaiton may determine.

Adopted: June 30, 1981