

Adopted: June 23, 1997

***Sartell-St. Stephen School District 748
Policy 302***

*Revised: April 17, 2006
June 16, 2014
August 12, 2024*

*Reviewed: February 26, 2018
December 21, 2020*

302 SUPERINTENDENT

I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent who shall serve as an ex officio, non-voting member of the school board and as chief executive officer of the school system.

III. GENERAL RESPONSIBILITIES

- A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
- B. The superintendent shall annually evaluate each principal assigned responsibility for supervising a school building and all direct reports in the district.
- C. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- D. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: Sartell-St. Stephen District Policy 202 (School Board Officers)
Sartell-St. Stephen District Policy 208 (Development, Adoption, and Implementation of Policies)
Sartell-St. Stephen District Policy 214 (Out-of-State Travel by School Board Members)
Sartell-St. Stephen District Policy 301 (School District Administration)
Sartell-St. Stephen District Policy 303 (Superintendent Selection)

Sartell-St. Stephen District Policy 304 (Superintendent Contract, Duties and Evaluation)
Sartell-St. Stephen District Policy 305 (Policy Implementation)
Sartell-St. Stephen District Policy 306 (Administrator Code of Ethics)
Sartell-St. Stephen District Policy 412 (Expense Reimbursement)
Sartell-St. Stephen District Policy 510 (School Activities)
Sartell-St. Stephen District Policy 511 (Student Fundraising)
Sartell-St. Stephen District Policy 513 (Student Promotion, Retention, and Program Design)
Sartell-St. Stephen District Policy 602 (Organization of School Calendar and School Days)
Sartell-St. Stephen District Policy 605 (Alternative Programs)
Sartell-St. Stephen District Policy 701 (Establishment and Adoption of School District Budget)
Sartell-St. Stephen District Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
Sartell-St. Stephen District Policy 802 (Disposition of Obsolete Equipment and Material)
Sartell-St. Stephen District Policy 903 (Visitors to School District Buildings and Sites)
Sartell-St. Stephen District Policy 905 (Advertising)
Sartell-St. Stephen District Policy 906 (Community Notification of Predatory Offenders)
Sartell- St. Stephen District Policy 907 (Rewards)
MSBA Service Manual Chapter 3, Superintendent of Schools