



Policy:	CEB
Title:	Duties
Approved:	October 13, 2008

The responsibility of the superintendent shall be:

- To serve as administrative head of the district;
- To keep the board informed on the progress and condition of the schools;
- To administer the development and maintenance of an educational program designed to meet the community's needs, to study recent educational developments and to recommend changes in programs;
- To carry out the board's policies and rules;
- To monitor educational policies and to recommend needed changes to the board;
- To recommend positions required to provide adequate personnel for the operation of education programs;
- To nominate for appointment, assignment, transfer or termination and to define the duties of all personnel, subject to approval of the board;
- To supervise the preparation of the annual budget and to recommend it to the board for consideration;
- To advise and recommend in business administration matters;
- To study the schools' needs and to keep the public informed concerning these needs;
- To assure that the district finances are properly managed.