

## **Superintendent Role**

### **GOAL SETTING**

Assists and advises board in creating the long and short-term goals. Based on the goals, establishes strategies for implementation at each school.

### **SUPERINTENDENT'S RESPONSIBILITIES**

Manages operations in central office and coordinates and oversees efforts of all schools within the district. Works toward meeting district and superintendent goals established by Board.

### **BUDGET**

Works with school administrators to develop a draft budget, recommends the budget to the board, makes revisions as requested by the board, and administers the budget adopted by the board.

### **CURRICULUM**

Recommends courses of study and texts aligned with district vision, goals and objectives. Provide student assessment data for board analysis.

### **STAFFING AND APPRAISAL**

Recommends all personnel to be hired; is responsible either directly or indirectly for performance evaluations

### **FACILITIES**

Analyzes, interprets and communicates the needs of the school system to the board and supervises facility renovations and new construction projects.

### **COMMUNITY RELATIONS**

Recommends and implement a program of school-community relations and keeps all stakeholder groups informed about district policies, programs and procedures.

## **Board Role**

### **GOAL SETTING**

The district vision is translated into long and short-term goals. The board establishes the structure to accomplish the vision, and periodically evaluates the results.

### **DESIGNATING & EVALUATING SUPERINTENDENT**

Recruits, hires and evaluates the performance of the superintendent.

### **BUDGET**

Reviews the budget submitted by the superintendent and aligns the funding priorities with the district goals.

### **CURRICULUM**

Approves recommended curriculum and texts based on standards, goals and policies established by Board. Review and evaluate curriculum as it relates to student assessment results.

### **STAFFING AND APPRAISAL**

Adopts policies governing salaries and salary schedules, terms and conditions of employment, fringe benefits, leave and professional development and employee evaluations.

### **FACILITIES**

Determines school facility needs and communicates proposed construction plans to the community

### **COMMUNITY RELATIONS**

Adopts policies governing school-community relations, advocates for the public school system and remains responsive to community ideas and needs.