	<b>Huron School District #2-2</b>	Code: CC
	Policies and Regulations	Qualifications & Duties of the Superintendent


## **Qualifications and Duties of the Superintendent**

### **Appointment**

1. The Superintendent has a contract which is in effect until terminated by the Board of Education or by resignation of the Superintendent. His/her annual period of service shall be 260 days with paid vacation as determined by the employee vacation policy of the school district and/or contract as agreed to by the Board and Superintendent.

### **Duties**

1. He/she shall serve as the chief executive officer of the Huron Board of Education.
2. He/she shall serve as the instructional leader for the administrative staff and shall supervise, guide, direct, evaluate and be responsible for their work.
3. He/she shall develop administrative principles, regulations, and procedures for implementing Board policies.
4. He/she shall have the responsibility to submit, for Board approval, school policies, plans and programs.
5. He/she shall communicate all directives of the Board affecting students, parents, or employees.
6. He/she shall seek the advice and decision of the president or vice-president concerning important school business for which there is no policy to follow, but which requires a decision before the next regular meeting of the Board. In the absence of the president, he/she shall consult with the vice-president.
7. He/she may delegate responsibilities to staff members, but shall be held responsible for the carrying out of assignments made.
8. He/she shall recommend to the Board the appointment of all personnel required for services necessary for the operation of the schools.
9. He/she shall prepare, in consultation with the Board president and or vice-president, the agenda for each meeting, shall attend all meetings except during the time when his/her contract is under consideration, and shall participate in all deliberations of the Board.
10. He/she shall, in conjunction with the director of instruction, recommend to the Board a balanced curriculum and co-curricular program.
11. He/she shall recommend for consideration by the Board changes as may be deemed necessary in the salary and wage schedules for regular and substitute employees, as well as major changes in work schedules.

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**Qualifications and Duties of the Superintendent (Continued)**

10. He/she shall, in conjunction with the Director of Instruction, recommend to the Board a balanced curriculum and co-curricular program.
11. He/she shall recommend for consideration by the Board changes as may be deemed necessary in the salary and wage schedules for regular and substitute employees, as well as major changes in work schedules.
12. He/she shall, with the assistance of the Business Manager, prepare an annual detailed budget which will be presented to the Board.
13. He/she shall make final recommendations to the Board relative to purchasing equipment and supplies and any other matters vital to the successful operation of the district's schools.
14. He/she shall make final recommendations to the Board for improvements, alterations, renovations, and additions to all facilities and grounds.
15. He/she shall have authority to make expenditures within the approved tentative and final budgets. He/she or the Business Manager must sign all requisitions authorizing expenditures of school funds.
16. He/she shall represent the district at appropriate public and private functions, such as the legislature, business and fraternal groups, meetings of area school districts, conventions, the South Dakota Department of Education and the South Dakota High School Activities Association.
17. He/she shall supervise the completion of reports required by the State of South Dakota, United States of America and other governmental agencies.
18. He/she shall initiate and maintain contact with other agencies and individuals, including legislators representing the district and other governmental agencies at the municipal, county, state, and federal levels.
19. He/she shall keep abreast of current educational trends including but not limited to reading, attendance at workshops and/or summer school, conventions, short courses, school visitations and other appropriate staff development activities.
20. He/she shall notify the president of the Board when it is necessary during the school year for him/her to be absent from the city for more than one week at a time.
21. He/she shall delegate, in case of his/her absence, emergency administrative duties and responsibilities to a responsible administrator.
22. He/she shall have the authority to suspend employees with or without pay pending Board action.