CODE: 101

TITLE: Superintendent of Schools

QUALIFICATIONS: Must meet the qualifications of The School Code of Illinois

REPORTS TO: Board of Education

SUPERVISES: All school district personnel

PERFORMANCE RESPONSIBILITIES:

Attend meetings of the Board of Education and meetings of its committees.

Execute and implement the policies of the Board.

Be responsible for the development and administration of a positive educational program designed to meet the needs of the children and adults of the community.

Recommend curriculum revisions to the Board as is deemed necessary.

Recommend the adoption of textbooks for use in the schools.

Supervise all school personnel, students, buildings and grounds and any special services and agencies established by the Board.

Nominate and recommend to the Board for appointment, dismissal or reassignment all principals, teachers, administrative assistants, secretaries, and custodians.

Have the authority to appoint substitutes and temporary appointments during an employee’s absence.

Evaluate the performance of teachers and principals periodically and report such evaluations to the Board.

When necessary, conduct general teacher meetings in addition to staff meetings held by building principals.

Conduct regular administrator and supervisor staff meetings to present Board decisions, ideas for school operation improvements, and to solicit ideas and reactions to the presentations.
Encourage the professional growth of the instructional staff and be responsible for the upgrading of instruction.

Supervise the preparation of a tentative budget and present the same to the Board of Education for approval prior to the annual meeting. Final levy shall be adopted at the annual meeting.

Be responsible for the expenditures of the budget as set by the Board and the annual meeting.

Control and direct the classification, promotion, and conduct of the students within the rules and regulations approved by the Board.

Direct the closing of schools during inclement weather and emergencies according to established Board policy.

Direct the establishment of bus routes and bus transportation in accordance with statutes.

Supervise taking of the annual census as required by law. The Superintendent shall also cause to be completed promptly and carefully the required state and federal reports.

Arrange for the enforcement of school attendance as provided by law.

Prepare Board meeting agendas in consultation with administrative staff, and provide an agenda to each Board member at least three (3) days before a regularly scheduled meeting.

Exercise leadership in the area of community service whenever and wherever the need may arise.

Make every reasonable effort to attend in-district meetings and make public appearances where the interests of the schools are under consideration.

Perform such other duties as may be required by the Board and/or state statutes.

May delegate responsibility on any of the above as deemed necessary.

**TERMS OF EMPLOYMENT:** Terms and salary to be established by the Board of Education.

**EVALUATION:** Evaluation of this job will be conducted by the Board of Education.

**Adopted:**