

Duties of Superintendent

EXECUTIVE OFFICER

The administration of the school system in all of its aspects shall be delegated to the Superintendent, who shall carry out his/her administrative functions in accordance with the policies adopted by the Board. The execution of all decisions made by the Board concerning the internal operation of the school system shall be delegated to the Superintendent.

SPECIFIC DUTIES

The Superintendent shall:

1. Serve as chief executive officer of the Board, attend all meetings, act as secretary, and make recommendations to the Board;
2. See that the laws relating to the schools, the administrative regulations of the Kentucky Board of Education, and the policies of the Board are carried into effect;¹
3. Prepare, under the direction of the Board, all rules, bylaws, and statements of policy for review, approval and/or adoption by the Board;
4. Administer the planning, development, coordination, and evaluation of the total operation of the system;
5. Assume general supervision over the school system and over all personnel as provided by the Kentucky Revised Statutes;
6. Develop and implement programs to support and achieve the goals and objectives of the District for adoption by the Board;
7. Exercise general supervision of the schools, examine their condition and progress, and keep informed of the progress in other districts;
8. Delegate responsibility for various administrative units, but be responsible to the Board for the results produced;
9. Prepare the annual budget in accordance with the Kentucky Revised Statutes and regulations of the Kentucky Board of Education;
10. Assume responsibility for the hiring and dismissal of all personnel in the District;
11. Continually assess the professional training needs of the administrative staff of the District and provide professional staff development programs;
12. Keep the Board and the general public informed on the progress and activities of the educational program;
13. When, in the judgment of the Superintendent, an emergency exists, close the schools or reduce the hours of the school day as appropriate in the interest of the health and safety of the students or when weather or other emergency conditions would make operating the school bus fleet unsafe; and devise a system for notifying parents, pupils, teachers and other employees when it is necessary to close schools due to emergency conditions; and
14. Perform other duties assigned by the Board.

In the absence of a policy relating to the efficient operation of the District, the Superintendent shall be responsible for the development, publication, and dissemination of administrative rules, regulations, directives, and procedures until such time as a policy is adopted by the Board.

Duties of Superintendent

The Superintendent or designee may direct staff to implement state or federal rules and/or regulations which may violate Board policy while reviewing and preparing new policy to be considered by the Board.

ADMINISTRATIVE REPORTS **AND INFORMATION REQUESTS**

The Superintendent shall establish and periodically review procedures for preparation of administrative reports submitted for approval to the Superintendent. The procedure shall include, but not be restricted to, the channels for involvement in the development, review, and approval of reports.

Recommendations sent to the Board for approval and reports sent to the Board for information only shall be submitted by the Superintendent.

Requests **by the Board or by outside agencies** for the development of reports ~~[by the Board or outside agencies]~~ shall be submitted to the Superintendent. ***Individual board members may request routine or urgent information necessary for the effective execution of the governance and oversight duties of the Board via email to the Superintendent, with copy to the Assistant Secretary to the Board who shall log all such requests and keep record of response. In general, information shared with one board member shall be shared with all.***

If the Superintendent determines that a Board member request, as submitted, would require significant staff time, he or she may contact the requesting Board member to determine whether the request may be altered to be responsive to the needs of the Board member, while reducing the amount of staff time needed to produce the response. If the Superintendent determines that an information request is unreasonable, he or she may ask the Board member to submit the request to the Board Chairperson for inclusion as an agenda item for consideration by the full Board.

Reports which become administrative directives shall be distributed using an established distribution system.

REFERENCES:

¹KRS 160.370; OAG 78-274; OAG 82-604

²KRS 160.390

KRS 160.380; KRS 156.111; 704 KAR 3:406

KRS 15.257; KRS 160.395

Adopted/Amended: 08/26/2013