Duties of Superintendent

PROFESSIONAL ADVISOR

The Superintendent shall be the professional advisor to the Board. As advisor to the Board, the Superintendent shall recommend policies to the Board for its consideration and should advise and counsel the Board on all matters.[1]

EXECUTIVE OFFICER

The Superintendent shall be the executive officer of the District. As executive officer, the Superintendent is responsible for carrying out all policies and rules and regulations established by the Board.[1]

SPECIFIC DUTIES

The Superintendent shall:

1. Meet with the Board except when the Superintendent's tenure, salary, or the administration of the Superintendent's office is under consideration;[1]
2. See that the laws relating to the schools, the administrative regulations of the Kentucky Board of Education, and the regulations and policies of the Board are carried into effect;[1]
3. Prepare, under the direction of the Board, all rules, procedures, bylaws, and statements of policy for review, approval and/or adoption by the Board;[1]
4. Have general supervision, subject to the control of the Board, of the general conduct of the schools, the management of business affairs, and, in accordance with state law, the course of instruction, and the discipline of pupils;[1]
5. Make all appointments, promotions, and transfers of principals, supervisors, teachers, and other public school employees, and at the next Board meeting notify the Board of all personnel actions taken;[2]
6. Exercise general supervision of the schools, examine their condition and progress, and keep informed of the progress in other districts;[3]
7. Prepare or have prepared all budgets, salary schedules, and reports required by the Board and by the Kentucky Board of Education;[3]
8. Determine the need of extension of the school system of the district;[3]
9. Receive and examine reports from teachers and other school officers;[3]
10. Make reports from time to time as directed by the Board;[3]
11. Be responsible to the Board for the general condition of the schools;[3] and
12. Shall have the power and freedom to act in situations requiring immediate action where the Board has provided no guidelines. However, the Superintendent's decisions shall be subject to review by the Board at its next regularly scheduled meeting.
13. Meet all training and continuing education requirements specified in statute and administrative regulations.[4]

Duties of Superintendent

REFERENCES:

[1]KRS 160.370; OAG 78-274; OAG 82-604
[2]KRS 160.380
[3]KRS 160.390
[4]KRS 156.111; 704 KAR 003:406
KRS 15.257; KRS 160.395
OAG 91-122

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