

SUPERINTENDENT OF SCHOOLS

SAU 70

I. Contract and Line of Responsibility

The Superintendent is employed by and under contract to the School Administrative Unit 70 Board, which is composed of all members of each constituent district school board. In meeting the duties of the position, the Superintendent is responsible to the School Administrative Unit Board for the administration of central office services, and to each constituent district board for administrative services as enumerated in Section III of this document.

II. Purposes and Functions

The Superintendent of Schools shall be the chief administrative officer of School Administrative Unit 70 and each of the school boards within SAU 70. The Superintendent shall be responsible for the administration and supervision of the schools. It is the Superintendent's responsibility to implement school board policy, develop plans of action to meet school district goals set by the boards and to progress on the Superintendent's professional goals as developed with the SAU Board. The Superintendent may delegate to other staff members the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not release the Superintendent of final responsibility for the action taken under such delegation. In meeting his/her responsibilities, the Superintendent supervises and evaluates the following personnel:

- A. Central office administrators and staff
 - All Assistant Superintendents
 - Administrative assistant to the Superintendent
 - Technology Supervisor
- B. Building level principals in constituent districts
- C. Such other direct reports as may be hired and approved by the SAU Board in the future

III. Duties and Responsibilities

In addition to the general duties described in the attached New Hampshire Code of Administrative Rules (ED. 302, Authority RSA 186:8), and Vermont Statutes Annotated (Title 16, §242), the Superintendent shall:

1. Prepare and submit to the SAU 70 Board and district school boards recommendations relative to all matters requiring board action, in a manner that ensures that boards will make informed decisions.
2. Develop rules, procedures, and guidelines necessary to the implementation of board policy.
3. Prepare recommendations for board consideration/action relating to school organization, staffing, facility use, and resource management.
4. Recommend the development and/or revision of board policy consistent with statutes, regulations, and local needs.
5. Assist the boards in developing goals and objectives, and in establishing plans of action for implementation and measurement.
6. Prepare and present an annual operating budget for the respective districts and for the central office.
7. Monitor the implementation of approved budgets and report to each board the status of its budget on a regular basis.
8. Recruit, screen, and nominate teachers and other professional personnel for the carrying out of each school district's mission.
9. Ensure the development and application of appropriate procedures for the supervision, evaluation, and certification program of the professional staff.
10. Encourage and provide opportunities for professional growth of the professional staff.
11. Oversee the application of terms and conditions of contracts between boards and their employees.
12. Oversee the development, maintenance, and improvement of the instructional program of each constituent district.
13. Keep the boards informed of new developments and directions in educational planning, curriculum, and resource management.
14. Provide technical assistance to each constituent board as requested.
15. Keep each community informed about the activities of its schools.

16. Serve as liaison between the local constituent districts and the appropriate agencies of the state(s) and the federal government on all matters affecting policy, law, and mandates.
17. Conduct the business of the office of the Superintendent in a manner that reflects integrity, professionalism, flexibility, accessibility, and receptivity to the concerns and issues of community members.
18. Exercise responsible judgment and discretion in meeting the daily operational needs of the constituent districts and their schools.
19. Progress toward professional goals set with the SAU board.

SAU 70 Board

Adopted: 24 May 2011