

2205 School Superintendent 2205

1. **Purpose** – The purpose of this policy is to establish the duties of the Superintendent, both as an aid to the carrying out of those duties and as a guideline for use in the evaluation of the Superintendent.
2. **Delegation to Superintendent** – The Superintendent shall serve as the executive officer of the District. The administration of the District in all its aspects shall be delegated by the Board to the Superintendent, who shall be accountable to the Board for actions taken as a result of this delegation.
3. **General Duties** – The general duties of the Superintendent are:
 - Developing and maintaining a system of public schools, staffed by certified educators and qualified professionals and support personnel.
 - Establishing educational objectives within the District and providing, developing, and implementing procedures to achieve those objectives.
 - Planning and administering the activities of the District and all its personnel.
 - Execution of all District policies and directives of the Board.
 - Implementing rules of the State Department of Education and maintaining records and filing reports as required.
 - The nomination, appointment, supervision, evaluation, discipline, and dismissal of employees.
 - Admission of students and their assignment to classes and grades.
 - Development and evaluation of educational plans and programs.
 - The acquisition and distribution of materials and supplies needed for the operation of the schools.
 - Developing and recommending to the Board an annual budget for the support of the educational program and the operation and maintenance of schools within the District.
 - Developing and maintaining accounting systems and financial reporting procedures for all funds.
 - Maintenance of all District facilities, keeping them safe and free from hazards.
4. **Limits to Duties** – The Superintendent shall carry out these duties in accordance with statutory requirements, rules of the State Department of Education, and policies of the Milford School District.
5. **Delegation by Superintendent** – The Superintendent, at his/her discretion, may delegate to other personnel any of the Superintendent's powers or duties. The delegation of any power or duty, however, shall not relieve the Superintendent of responsibility for actions taken under such delegation.

6. **Policy Absence** – If it becomes necessary for the Superintendent to resolve problems not covered by existing policies, the Superintendent shall make the decision which he/she feels will be in the best interest of the District. Such decisions, however, should not be considered to take the place of District policy and if the Superintendent feels a new policy is needed to address such issues, he or she shall bring the need for new policy to the Board's attention at its next regular business meeting.

Ref: RSA 194-C:4

Ed. 302

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