

SCHOOL SUPERINTENDENT DUTIESRole Description:

The Superintendent shall serve as the executive head of the public schools and shall be responsible for planning and administering the district affairs subject to statutory requirements, the regulations of the State Board of Education and the policies of the local District.

The Superintendent shall develop and maintain a system of public schools, capably staffed to provide quality education and supportive services. The Superintendent shall provide, develop and implement the procedures to achieve educational objectives within the Administrative Unit.

In performance of these duties, the Superintendent shall be directly responsible to the State Board of Education through its Commissioner and the Board or Boards of the School Administrative Unit.

The Superintendent may be supported by two or more assistants such as an Assistant Superintendent and Business Administrator. The Superintendent shall delegate such duties as are necessary and desirable for the efficient completion of the requirements of the position.

- a. The Superintendent shall nominate all professional personnel and central office personnel.
- b. The Superintendent shall direct and supervise the work of all employees of the district and shall have all powers necessary to make each direction effective. While the Superintendent has ultimate responsibility, the delegation of powers and duties to other personnel is a proper exercise of the office.
- c. The Superintendent shall nominate all certified staff and appoint other employees in accordance with the laws, regulations of the State Board of Education and School Board policies.
- d. The Superintendent shall be responsible for the selection and purchase of textbooks and other scholastic apparatus and supplies in accordance with the regulations of the School Board and the State Board and see that the same are suitably distributed to the school, accurately accounted for and economically uses.
- e. The Superintendent shall be responsible for developing and recommending to the School Board for the annual budget for the support of the educational program and for the operation and maintenance of schools in accordance with School Board policy.
- f. The Superintendent of schools shall be responsible for an accounting system and financial reporting procedure in order that all funds will be accounted for in accordance with School Board policy and local and state law.
- g. The Superintendent shall be responsible for the development of an educational plan for the district or districts and for recommending a program of studies suitable to the needs of the pupils and the community in accordance with local School Board policies, state statutes and State Board regulations.
- h. The Superintendent may for cause, remove a teacher or other employee of the district in accordance with state statute.
- i. The Superintendent shall recommend the dismissal of certified staff to the Board, recognizing its authority to dismiss according to the statutes.
- j. The Superintendent shall provide for temporary vacancies and shall have the authority to secure supplies immediately needed for the operation of the schools.

**SCHOOL SUPERINTENDENT DUTIES
(Continued)**

- k. The Superintendent shall be responsible for maintaining records and making reports as required by the State Board of Education and the local School Board.
- l. The Superintendent shall admit pupils to school attendance in accordance with the laws of the state, regulations of the State Board and policies and the local School Board. The Superintendent shall assign pupils to such classes and grades as their needs warrant.
- m. The Superintendent shall provide for the alleviation of hazardous conditions of an emergency nature that affect the health and welfare of pupils.
- n. The Superintendent shall be responsible for the evaluation of personnel and programs in accordance with local School Board policies.
- o. The Superintendent shall be responsible, after notice, for the implementation of the policies and regulations of the State Board of Education. The Superintendent is expected to participate in the development and evaluation of said policies and regulations as requested by the Commissioner of Education.

Legal Reference:

N.H. Code of Administrative Rules – Section Ed 302.02

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