

The Role of the Superintendent:

- Manages operations in central office and coordinates and oversees efforts of all schools within the district. Works toward meeting district and superintendent goals established by the board.
- Advises board on policy development, need and impact and is responsible for creating and implementing administrative procedures to carry out the requirements of each policy.
- Assists and advises board in creating the long and short-term goals. Based on the goals, establishes strategies for implementation at each school.
- Works with school administrators to develop a draft budget, recommends the budget to the board, makes revisions as requested by the board, and administers the budget adopted by the board.
- Recommends courses of study and texts aligned with district vision, goals and objectives. Provides student assessment data for board analysis.
- Recommends all personnel to be hired; is responsible either directly or indirectly for performance evaluations. Analyzes, interprets and communicates the needs of the school system to the board and supervises facility renovations and new construction projects.
- Recommends and implements a program of school-community relations and keeps all stakeholder groups informed about district policies, programs and procedures.
- Provides administrative assistance and facilitation of the board's self-assessment process.

The Role of the Board of Education:

- Recruits, hires and evaluates the performance of the superintendent.
- Establishes policy for the district and shares in policy development.
- The district vision is translated into long and short-term goals. The board establishes the structure to accomplish the vision, and periodically evaluates the results.
- Reviews and adopts the budget submitted by the superintendent and aligns the funding priorities with the district goals.
- Approves recommended curriculum and texts based on standards, goals and policies established by the board. Review and evaluate curriculum as it relates to student assessment results.
- Adopts policies governing salaries and salary schedules, terms and conditions of employment, fringe benefits, leave and professional development and employee evaluations.
- Determines school facility needs and communicates proposed construction plans to the community.
- Adopts policies governing school-community relations, advocates for the public school system and remains responsive to community ideas and needs.
- Evaluates the performance of the board and provides feedback for personal leadership development.



<u>Superintendent Role</u>	<u>Board Role</u>
<p>GOAL SETTING Assists and advises board in creating the long and short-term goals. Based on the goals, establishes strategies for implementation at each school.</p>	<p>GOAL SETTING The district vision is translated into long and short-term goals. The board establishes the structure to accomplish the vision, and periodically evaluates the results.</p>
<p>POLICY Advises board on policy development, need and impact and is responsible for creating and implementing administrative procedures to carry out the requirements of each policy.</p>	<p>POLICY Establishes policy for the district and shares in policy development.</p>
<p>SUPERINTENDENT’S RESPONSIBILITIES Manages operations in central office and coordinates and oversees efforts of all schools within the district. Works toward meeting district and superintendent goals established by Board.</p>	<p>DESIGNATING & EVALUATING SUPERINTENDENT Recruits, hires and evaluates the performance of the superintendent.</p>
<p>BUDGET Works with school administrators to develop a draft budget, recommends the budget to the board, makes revisions as requested by the board, and administers the budget adopted by the board.</p>	<p>BUDGET Reviews the budget submitted by the superintendent and aligns the funding priorities with the district goals.</p>
<p>CURRICULUM Recommends courses of study and texts aligned with district vision, goals and objectives. Provide student assessment data for board analysis.</p>	<p>CURRICULUM Approves recommended curriculum and texts based on standards, goals and policies established by Board. Review and evaluate curriculum as it relates to student assessment results.</p>
<p>STAFFING AND APPRAISAL Recommends all personnel to be hired; is responsible either directly or indirectly for performance evaluations</p>	<p>STAFFING AND APPRAISAL Adopts policies governing salaries and salary schedules, terms and conditions of employment, fringe benefits, leave and professional development and employee evaluations.</p>
<p>FACILITIES Analyzes, interprets and communicates the needs of the school system to the board and supervises facility renovations and new construction projects.</p>	<p>FACILITIES Determines school facility needs and communicates proposed construction plans to the community</p>