

Essential Duties

The essential duties and responsibilities of the Superintendent shall be to:

1. Serve as administrative head of the entire District and chief executive officer of the Board, in charge of both educational and business functions,
2. Attend all regular meetings of the Board, unless excused by the President of the Board, and keep the Board continually informed on the progress and condition of the schools,
3. Carry out policies and rules of the Board,
4. Initiate matters of educational policy and to make definite recommendations thereon,
5. Recommend the number and types of positions required to provide proper personnel for the operation of education programs,
6. Nominate for appointment, assignment, transfer, or termination and to define the duties of all personnel, subject to approval of the Board,
7. Recommend, in writing, the teachers necessary for the schools, and
8. Suspend a teacher or administrator for cause until the Board may consider the suspension.

General Duties

The general duties of the Superintendent shall be to:

1. Administer the development and maintenance of a positive educational program designed to meet the needs of the community, to keep abreast of the best educational developments and to advise regarding changes in programs,
2. Supervise the preparation of the annual budget and to recommend it to the Board for consideration,
3. Advise and recommend in matters of business administration; to pass upon all proper requests for equipment and supplies, to point out possible economies and to supervise activities of the District,
4. Conduct a continuous study of the development and needs of the schools and to keep the public adequately informed concerning his/her findings,
5. Put into practice the educational policies of the Board,

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6. Supervise and direct the work of the teachers and other employees of the Board,
7. Classify and control the promotion of students,
8. Recommend to the Board the best methods of arranging the courses of study,
9. Recommend to the Board the proper textbooks to be used,
10. Make written reports to the Board,
11. Make written reports to the state,
12. Assist the Board in matters pertaining to the general welfare of the District,
13. Perform other duties and discharge other responsibilities as the Board might direct that are pertinent and appropriate to the operation of the District.

Approved: June 29, 2009

LEGAL REF: MCL 380.653; 380.654; 380.1229; 380.1246