

DISTRICT SUPERINTENDENT

The District Superintendent shall serve as Secretary to the Board of Trustees and is the executive officer of the Board. The superintendent shall be charged with the responsibility for implementing the policies of the Board of Trustees.

RESPONSIBILITIES AND DUTIES

The District Superintendent shall:

1. Serve as educational and administrative leader of the District.
2. Act as an advisor to the Board of Trustees and recommend a course of action on all problems presented to the superintendent by the Board of Trustees.
3. Direct the preparation of an agenda for all meetings of the Board and attend all meetings of the Board except when the superintendent's contract or employment is being considered.
4. Organize, administer and coordinate the administrative and supervisory activities of the District.
5. Recommend for employment all certificated and classified employees.
6. Make personnel assignments, reassignments, and transfers for the best interests of the educational program.
7. Have the authority to form committees to aid in the development of policies and plans for carrying on the work of the District.
8. Be responsible for the formulation and presentation of District policy proposals for Board consideration.
9. Write or cause to be written appropriate administrative regulations and to administer the application of these regulations in implementing Board policies and statutory requirements.
10. Be responsible for the development, maintenance, and operation of a suitable program of inservice training for all certificated and classified employees.
11. Be responsible for the development of plans for research, evaluation, and long-term planning for the District to guide the Board in policy development.
12. Direct the preparation of an annual budget and submit monthly financial statements to the Board.

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13. Serve as the Board's representative in cooperative undertakings with other community agencies and organizations and be charged with the responsibility of maintaining both within and outside the school system a program of public information designed to improve public understanding.
14. Keep the Board informed as to school building needs.
15. Secure legal interpretation wherever necessary.
16. Decide all matters of dispute between employees.
17. Provide a leadership role in the collective bargaining process without becoming involved in direct bargaining. The superintendent is required to maintain a close working relationship with the Board and its chief negotiator (see Sections 9141 and 9141.1).
18. Have the power, pursuant to Education Code Section 44032, to authorize the payment of the actual and necessary expenses, including traveling expenses, of any Board member or of any employee of the District incurred in the performance of services for the District, provided that the funds expended pursuant to this delegation of authority shall not exceed the amount previously budgeted for such purposes by the Board.
19. Except for Section Nos. 1, 8, and 9 above, have the authority to delegate to other staff members any of the powers and duties which the Board has entrusted to the superintendent but in every instance that a power or duty is delegated, the superintendent shall continue to be responsible to the Board for the execution of the power or duty delegated.

Reference: Education Code Sections 35020, 35025, 35026, 35035, 35040, 35250, and 44032

Policy adopted: January 15, 1968; February 18, 1975; February 6, 1978; July 7, 1987