

## QUALIFICATIONS AND DUTIES OF SUPERINTENDENT

(A new evaluation instrument will be provided for the 2016-2017 school year.)

### The superintendent

- A. ~~The superintendent shall be the chief executive officer of the district.~~
- B. ~~Coordination and supervision of the central administrative functions are the primary responsibilities of the superintendent. The superintendent shall be responsible for the efficient operation of the system in all its divisions. The superintendent shall also exercise those duties which are provided for by statute and those which are specifically designated by the board.~~

### Qualifications of the superintendent

- A. ~~The superintendent shall meet state certification requirements.~~
- B. ~~Additionally, the board may establish criteria that exceeds state requirements.~~

### Duties of the superintendent

- A. ~~Board operations:~~
  - 1. ~~To assist the board in the development of board policy and to implement these policies in an effective manner.~~
  - 2. ~~To assist the board in developing goals and annually assessing their achievement.~~
  - 3. ~~To organize and attend all regular meetings of the board and those special meetings where his/her presence is required.~~
  - 4. ~~To offer recommendations and supporting data based upon study and analysis of the issues to the board on all matters related to policy or the management and the current or future operation of the district. Legal recommendations will be sought as required.~~
  - 5. ~~To keep board members informed of all matters that will assist them in fulfilling their roles. This includes assisting in orientation of new board members.~~
  - 6. ~~To develop and present legislation alternatives which assist the district in its goal attainment.~~

~~7. To represent the district in interpreting existing policy and providing background information.~~

~~District Code: CBA  
Page 2 of 5~~

~~8. To work cooperatively with other governmental agencies~~

~~B. District management:~~

~~1. To manage, organize, direct, supervise and evaluate the administrative, instructional and supportive staff; to provide for in-service training as needed.~~

~~2. To manage, organize, direct, supervise and evaluate the administrative, instructional and support programs.~~

~~3. To define the organizational structure, subject to the approval of the board, and establish the areas of accountability with delegated authority.~~

~~4. To maintain an ongoing needs assessment of district programs.~~

~~C. Educational program:~~

~~1. To provide for the organization, planning, development, evaluation and reporting needed to establish and maintain an efficient and effective curriculum and instructional program. This includes the K-12 program, special education, Indian education, adult and vocational educational program, and guidance and testing programs.~~

~~2. To develop and maintain plans which coordinate and evaluate the development activities.~~

~~3. To develop and maintain appropriate support learning experiences emanating from the basic programs for vocational, disabled and gifted students.~~

~~4. To provide for a balanced co-curricular program.~~

~~5. To provide for in-service training as needed.~~

~~D. Budget and finance:~~

~~1. To plan, organize and recommend an annual budget to the board for their review and approval which reflects the needs and priorities of the district within the limits of available funds and resources.~~

~~2. To administer accounting and control procedures.~~

~~3. To maintain a long-range plan for general funds and capital expenditures including school facilities.~~

~~District Code: CBA  
Page 3 of 5~~

~~4. To maintain an efficient purchasing and warehousing system.~~

~~5. To maintain an adequate insurance program.~~

~~6. To ensure that contracts, leases, and other agreements are properly executed and administered.~~

~~E. Personnel management:~~

~~1. To maintain an efficient and effective personnel operations program through the development and implementation of staffing policies and procedures. To facilitate in-service training as needed.~~

~~2. To administer a process of evaluation for all district personnel.~~

~~3. To ensure the collective bargaining process is fulfilled to reflect the direction established by the board.~~

~~a. Ensure that grievances are processed properly.~~

~~b. Ensure that contracts/agreements are properly administered.~~

~~4. To initiate and direct the study and formulation of compensation plans and other personnel welfare matters and submit recommendations to the board.~~

~~F. Support services:~~

~~1. To maintain efficient and effective programs in the following areas:~~

~~a. Food services.~~

~~b. Printing.~~

~~c. Facilities planning.~~

~~d. Maintenance and custodial upkeep of buildings and grounds.~~

~~e. Transportation services.~~

~~f. Data management.~~

~~G. Student Services:~~

- ~~1. To maintain a guidance and counseling program which provides students with information essential to good academic, personal and career decisions.~~

~~District Code: CBA  
Page 4 of 5~~

- ~~2. To maintain efficient and effective psychological, social and health service programs.~~
- ~~3. To maintain student records in compliance with federal, state and board requirements.~~

~~H. Community relations/communications:~~

- ~~1. To maintain a school-community relations program which provides information to the public about the policies, decisions and the general operations of the district.~~
- ~~2. To meet with individuals and groups, publicly and privately, to discuss and interpret the various aspects of the district's programs.~~
- ~~3. To maintain a system of communications which will enable the board to be aware of public concerns.~~
- ~~4. To meet with district staff throughout the year to facilitate two-way communications.~~

Board of executive

- ~~A. To serve at the direction of the board and carry out all assignments which are requested.~~

Advisory councils

- ~~A. The superintendent shall have the authority to form advisory committees or councils of school employees and the public to advise the superintendent in formulating plans and policies for carrying on the functions of the schools.~~

Delegation of authority

- ~~A. The superintendent may delegate duties or work to subordinate officers or employees as required for the effective administration of the school system except when statutes or resolutions of the board prohibit the delegation of such authority.~~
- ~~B. All reports or recommendations to the board from any employee or committee person under the direction of the superintendent shall be made to the Office of the Superintendent unless otherwise directed by the board.~~

Adopted prior to 07/01/81

Revised 12/15/81  
Reviewed 05/24/88

District Code: CBA  
Page 5 of 5

Revised 12/14/93  
Reviewed 09/22/98

Reviewed 04/25/16

Legal Reference:

~~SDCL 13-10-2.1--Repealed~~

~~ARSD 24:02:03:13 Not listed on SD Administrative Rules~~

Rapid City Area School District No. 51-4, Rapid City, South Dakota