

- ( ) Required
- (X) Local
- (X) Notice

### **DUTIES OF THE DISTRICT SUPERINTENDENT**

The District Superintendent shall serve as Chief Executive Officer of the BOCES and shall be responsible to the Board. He/she shall direct the comprehensive offering of shared programs and services for BOCES component districts, and coordinate a variety of regional services in cooperation with neighboring BOCES. The District Superintendent shall assist the BOCES in the development and implementation of operational policies.

#### Basic Responsibilities

1. Conducts surveys among component districts to determine their needs for programs and services, and provides opportunity for suggested modifications.
2. Provides leadership to the directors of all programs and services, and coordinates the disparate activities as a unified enterprise. Provides direct supervision to the four divisions -- Career and Technical Education, Special Education, Regional Information Center and Management Support Services and Instructional Support Services.
3. Assists the Board of Cooperative Educational Services to perform its functions through recommending policies and actions, and insures that same are implemented within the spirit of the Board intentions.
4. Assists in the preparation of both program and administrative budgets, and recommends adoption and administration of the adopted budgets.
5. Plans, organizes and participates in a comprehensive program of communication with several publics with whom BOCES relates.
6. Provides regular and frequent contact with component chief school officers, fellow executive officers from the other BOCES, various officials of the State Education Department, leaders in state government and the business community.
7. Plans, directs and participates as required in all labor relations activities including personnel administration, negotiations, grievance procedure, etc.
8. Arranges for periodic reports to the board and component districts pertaining to all aspects of the BOCES enterprise.

#### Relationship with the Board

9. to serve as the Executive Officer for the Board and be charged with the responsibility for implementing the policies of the Board. He/She shall work with the Board President in planning the agenda for each meeting, shall attend all meetings and participate in all regular and special meetings of the Board and executive meetings of the Board at the Board's request;
10. to develop a harmonious and close working relationship with the Board. He/She shall treat all Board members impartially and alike, refraining from criticism of individual or group members of the Board. He/She shall go to the Board when serious differences of opinion arise in an earnest effort to resolve such differences immediately;
11. to serve as a resource person and advisor to the Board. He/She shall keep the Board informed on issues, needs, and operation of the school system. He/She shall offer advice to the Board, based on thorough study and analysis, on items requiring Board action;

12. to provide a continuous appraisal of all school policies originating with the Board. He/She shall advise the Board on the need for new and/or revised policies and suggest draft policies to satisfy those needs;

#### Program Direction and Leadership

13. to develop administrative principles and procedures for implementing Board policy. He/She shall ensure the enforcement of all provisions of law, rules and regulations, and Board policy relating to the management of the schools and other educational, social and recreational activities. He/She shall interpret for the staff all Board policies and applicable laws, rules and regulations;
14. to understand and keep informed on all aspects of the BOCES program at all levels. He/She shall have responsibility for the supervision of programs and shall bring to the BOCES, in a leadership capacity, the best in educational thought and practice. He/She shall, on a continuing basis, review and update the program of the BOCES, and keep the Board informed of all program changes;
15. to recommend to the Board for its adoption all courses of study, curriculum guides and textbooks to be used in the schools;
16. to encourage a positive approach to student behavior and discipline;

#### Personnel

17. to develop and implement sound personnel practices, consistent with law, Board policy and collective bargaining agreements, including recruitment, hiring, assignment, supervision, evaluation, promotion, and discipline of all personnel. He/She shall develop procedures for the selection of staff members. He/She shall establish standards for teacher selection, and shall provide a framework for continuing in-service training of all professional staff members;
18. to recruit qualified professional, civil service, and non-certified personnel. He/She may authorize the payment of part or all of the expenses of candidates for teaching positions if the candidates are asked to come to the district for visits or interviews;
19. to nominate employees for appointment, promotion, transfer or dismissal in accordance with the policies of the Board and the procedures outlined by the law. He/She shall make recommendations to the Board regarding salary and tenure of all employees. He/She may temporarily suspend any employee for cause and shall promptly report such suspension to the members of the Board. Unless otherwise determined by the Board, he/she is authorized to reemploy all employees upon the adoption by the Board of the budget for the following year;
20. to supervise and evaluate all staff members. He/She shall work for good morale and be impartial, firm and fair in dealing with staff;
21. to encourage in-service education and the professional growth of staff through conferences, workshops, group discussions, committee/individual studies and use of consultants;
22. to advise the Board, in conjunction with the Board-designated negotiator(s), in all collective bargaining matters;

#### Financial Management

23. to establish efficient procedures to maximize efficiency, safeguard assets and provide effective controls for all expenditures of funds in accordance with laws, rules and regulations applicable to BOCES. He/She shall ensure that all necessary bookkeeping and accounting records are maintained by the district;

Facilities Management

24. to supervise operations, maintenance, alterations and repair to buildings and grounds, insisting on competent and efficient performance;
25. to evaluate plant needs and recommend to the Board improvements, alterations and changes in the buildings and equipment of the BOCES;

Community Relations

26. to supervise the public relations activities of the BOCES. He/She shall keep the public informed about the policies, practices, and problems in the district's schools, and provide leadership in changing attitudes and practices for the future. He/She shall develop friendly and cooperative relationships with the news media;
27. to establish and maintain an effective working relationship with all segments of the community: component school districts, local and state government, other school systems, institutions, agencies, civic organizations, and the general public. He/She shall solicit and give attention to problems and opinions of all groups and individuals;

Personal Qualities and Growth

28. to demonstrate outstanding qualities of leadership with ability to delegate authority and responsibility effectively and to hold subordinates accountable;
29. to exhibit good judgement, common sense and perception;
30. to exhibit the ability to face controversy, remain true to convictions and to live with a high-pressure job;
31. to speak well before large and small groups, expressing ideas in a logical and forthright manner;
32. to maintain professional development by reading and course work, attending conferences, working on professional committees, visiting other BOCES and local school districts, and meeting with other District Superintendents and Superintendents of Schools;

Management Functions

33. to coordinate and manage the BOCES so that the organization operates effectively and efficiently. He/She must be able to coordinate the processes essential to achieving an effective operation in all areas of the BOCES:
  - Planning: determining needs, objectives and goals;
  - Organization: assigning roles, responsibilities and establishing lines of communication;
  - Control: ensuring that progress is being made toward priorities, disciplining, making necessary staff reallocations and changes and evaluations;
  - Decision-making: data-collecting, analyzing data and choosing appropriately from a variety of decision-making techniques;
  - Problem-solving: sensitivity to problems, formulating problem statements, and using a variety of problem solving techniques;
  - Communication: giving and receiving information effectively both orally and in writing, facilitating the exchange of information, views and opinions; and
34. to perform such other duties as the majority of the Board may determine.

Ref: Education Law §§1950(2), (4)(a), (4)(c), 4(e)

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