

The Superintendent shall keep the Board informed in all areas pertaining to the operation of the schools. The Superintendent or designee shall prepare reports to the Board to facilitate its decisions. The Superintendent or designee will prepare the agenda for each Board meeting and will attend all meetings and participate in all deliberations except when his or her contract is being considered.

The Superintendent will administer the schools in conformity with the adopted policies of the Board, the State Board of Education, and state law, making such administrative rules and regulations as may be necessary.

The responsibilities of the Superintendent in a cooperative climate with the Board are identified as:

<u>Board</u>	<u>Superintendent</u>
1. To select a competent, established, educational leader as Superintendent.	To administer effectively and provide the professional, educational leadership necessary.
2. To serve as a policy-making body.	To recommend sound policy and implement adopted policies by formulating and enforcing rules and regulations.
3. To allow the Superintendent to administer the schools.	To make Board policy effective Through efficient Administration
4. To exercise sound judgment in business affairs of the school corporation.	To keep the Board informed on Financial matters, do sound long-Range planning, and keep current expenditures within the approved budget.
5. To deal always in an ethical, honest, straight-forward, open-and-above-board manner with the Superintendent and the community.	To deal always in an honest, professional, straight-forward, open-and-above-board manner with the staff and community.
6. To provide necessary personnel within budget limitations.	To present personnel needs to the Board.
7. To approve an organizational pattern for the Administration.	To make assignments for each position with the Board's authorization.
8. To take legal action required by law.	To recommend to the Board all action required by law.

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| 9. To examine and approve an annual budget. | To recommend an annual budget with necessary supporting data. |
| 10. To function as a Board rather than as individuals. | To deal with the Board as a whole rather than with individual members. |
| 11. To carry on communications with members through the Superintendent. | To see that the staff can have necessary communication through the Superintendent with the Board. |
| 12. To hold the Superintendent accountable for results. | To accept responsibility for the results. |
| 13. To remember that schools exist for the benefit of the students and community. | To remember that schools exist for the students and community. |
| 14. To fulfill such other duties required by regulations of the State Board of Education. | To fulfill such other duties required by regulations of the State Board of Education and state law. |

Law Reference:

Appendix Reference:

Date Adopted: August 9, 2005

Revision Dates:

Last Review Date: August 9, 2005