

**SCHOOL POLICIES
INDEPENDENT SCHOOL DISTRICT 16**

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| POLICY | 302 | Page: 1 of 2 |
| SERIES | 300 | Administration |
| SUBJECT | 302 | Superintendent |
| Adopted | | January 9, 2001 |
| Revised | | June 14, 2011 |

I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the Superintendent and the overall responsibility of that position within the school district.

II. GENERAL STATEMENT OF POLICY

The School Board shall employ a Superintendent who shall serve as an ex officio, nonvoting member of the School Board and as chief executive officer of the school system.

III. GENERAL RESPONSIBILITIES

- A. The Superintendent is the School Board's sole point of direction and executive management for the operational organization. The Board will direct the Superintendent as to the "why and what" of the operational organization and will never give direction or the "how" or formally evaluate any staff member other than the Superintendent.
- B. The School Board will direct the Superintendent only through official decisions of the full board. The Superintendent is neither obligated nor expected to follow the opinions, directions or instructions of individual Board members unless the Board has specifically delegated such exercise of authority.
- C. The Superintendent is solely responsible for the management of the schools, the administration of all school district procedures aligned to district policies, and is directly and solely accountable to the School Board.
- D. The Superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.

- E. Where responsibilities are not specifically prescribed, nor School Board policy applicable, the Superintendent shall use personal and professional judgment in a timely manner, subject to review by the School Board.
- F. If the Superintendent believes that an information request received from a School Board member will require a material amount of staff time or is unreasonable, the Superintendent is expected to ask that the member refer such request to the full Board for a motion and majority vote.
- G. The Superintendent shall be an ex officio, nonvoting member of the School Board.
- H. The Superintendent shall perform the following:
 - 1. be responsible for all operations of the School District;
 - 2. recommend to the School Board employment and dismissal of personnel;
 - 3. be responsible for the educational and curricular programs;
 - 4. make reports required by the commissioner; and
 - 5. perform other duties prescribed by the School Board or statute.

IV. RATIONALE

The Superintendent is the CEO of the District and the sole employee of the School Board, thus there is need to clarify its roles and responsibilities.

Legal References: Minn. § Stat. 123B.143 (Superintendent)

Cross References: Policy 304 (Superintendent Contract, Duties and Evaluation)
MSBA Service Manual Chapter 5, School Board-Staff Relationships