**Hancock Central School 3120**

**DUTIES OF THE SUPERINTENDENT**

The Superintendent of Schools, as chief executive officer of the Board of Education, will have the specific powers and duties discussed below and will be directly responsible to the Board for their proper exercise.

Attendance at Meeting

The Superintendent shall attend all regular and special meetings of the Board and executive meetings of the Board at the Board’s request.

Employment of Staff

The Superintendent shall nominate employees for appointment, promotion, and transfer and 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.

Recruitment of Staff

The Superintendent is responsible for the recruitment of qualified professional, civil service, and non-certified personnel. He/She shall develop procedures for the selection of staff members. He/She shall establish standards for teacher selection, and he/she shall provide a framework for continuing in-service training of all professional staff members. 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.

All individuals employed by the district are responsible directly or indirectly to the Superintendent. The Superintendent has ultimate responsibility for the action of all subordinates.

Supervision of Instruction

The Superintendent shall recommend to the Board the courses of study to be offered in the school and the textbooks to be used and he/she shall have responsibility for the supervision of instruction. He/She shall bring to the school, in a leadership capacity, the best in educational thought and practice. He/She shall, on a continuing basis, review and update the educational program of the school, and keep the Board informed of all changes in curriculum.

Supervision and Evaluation of Staff

The Superintendent shall be responsible for the supervision and evaluation of all staff members.

Student Activities

The Superintendent shall ensure that all student activities are properly conducted and supervised.

Negotiations

The Superintendent shall, in conjunction with the board-designated negotiator(s), advise the Board in all collective bargaining matters.

Supervision of Building and Grounds

The Superintendent shall be responsible for the supervision of the building and grounds. He/She shall be responsible for the proper operation of the plant and all facilities. He/She shall develop plans and make recommendations to the Board on the maintenance, alteration, repair, and improvement of the building and other facilities.

Annual Budget

The Superintendent shall prepare and present to the Board a preliminary annual budget in accordance with a schedule established with the Board. He/She shall have a copy of the Board’s proposed annual budget mailed to all district residents.

Budget

The Superintendent shall be responsible for ensuring that the budget, as adopted by the Board and approved at the annual meeting, is properly administered. Pursuant to Board policy, the Superintendent or designee shall approve and direct all purchases and expenditures. He/She shall ensure that regular reports are made to the Board on the status of the budget.

Supervision of Supplies and Materials

The Superintendent shall ensure that all necessary bookkeeping and accounting records are maintained by the district.

Laws and Regulations of the State Education Department

The Superintendent shall ensure compliance with all laws and regulations that affect the school district.

Relations with the Board

The Superintendent shall serve as a resource person and advisor to the Board. He/She shall provide the Board with reports and recommendations regarding all operation of the school and school district.

Public Relations

The Superintendent shall supervise the public relations activities of the district. He/She shall keep the community informed about school matters. He/She shall act as a consultant to the community to improve the educational opportunities for both children and adults.

Ref: Education Law §§1604(8); 1711; 1804

Adopted: 09/13/1993