

QUALIFICATIONS AND DUTIES FOR THE SUPERINTENDENT

QUALIFICATIONS

I.

The Superintendent meets or exceeds the requirements set by the Board of Education.

The Superintendent annually participates in high-quality professional development activities at the local, state, or national levels, on topics including the Standards of Quality, Board of Education regulations, and the Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Principals, and Superintendents.

~~A. The candidate for Superintendent shall meet the qualifications as set forth in State Board of Education Regulations Governing Licensure of School Personnel.~~

~~B. Preference shall be given to those applicants whose experience and education demonstrate a balance between instruction and business administration.~~

~~C. Eligibility shall be limited to individuals whose records indicate they possess the following attributes:-~~

- ~~1. Good character;~~
- ~~2. Management talent;~~
- ~~3. Leadership;~~
- ~~4. Knowledge of school law;~~
- ~~5. Understanding of special education; and~~
- ~~6. Outstanding ability in career and technical and academic education.~~

~~The position of Superintendent is a performance based position with remuneration directly dependent on the achievement of the performance goals and standards established by the School Board and the School Board's evaluation of the Superintendent.~~

II. MAJOR DUTIES

A. ~~Serves as~~ As Chief Executive Officer of the School Board, ~~the Superintendent:~~

1. Attends School Board meetings;
2. Implements policies of the School Board ~~and ensures that they are posted on the~~ Division's website;
3. Reports to the School Board about the status of programs, personnel, and operations of the schools division;
4. Recommends actions to the School Board;
5. ~~Communicates as liaison~~ Facilitates communication between the School Board and school personnel; and
6. Assists the Chair in developing ~~and distributing notices and Board Meeting~~ agendas ~~of meetings of the School Board~~ and develops regulations as directed by the

School Board.

B. ~~Aets as~~ As the educational leader of the schools ~~division the Superintendent:-~~

1. Supervises the principals and senior leaders-;
2. Oversees planning and evaluation of curriculum and instruction-;
3. Develops for approval by the School Board procedures for adopting textbooks and other instructional materials-;
4. Visits schools on a regular basis-; and
5. Maintains a current knowledge of developments in curriculum and instruction.

C. ~~Enforces~~ The Superintendent enforces school laws and regulations by:-

1. ~~Observes~~ Observing such directions and regulations prescribed by as the Superintendent of Public Instruction or the Virginia Board of Education ~~may prescribe;-~~
2. ~~Makes reports~~ Reporting information to the Superintendent of Public Instruction ~~whenever as~~ required-;
3. ~~Distributes promptly~~ Promptly distributing all reports, forms, laws, and regulations ~~which may be~~ received from the Superintendent of Public Instruction-;
4. ~~Enforces~~ Enforcing school laws, regulations, and decisions of the Superintendent of Public Instruction and of the Virginia Board of Education-; and
5. ~~Prepares and maintains administrative~~ Developing and maintaining procedures, guidelines, and regulations ~~to be used~~ to implement School Board policy. If Board action is required by law or the Board has ~~specifically asked~~ indicated that certain types of regulations ~~be given prior~~ require Board approval, these procedures, regulations and guidelines ~~shall be~~ are presented to the School Board. Once approved, they are placed in the School Board policy manual. The administrative procedures, guidelines, and regulations ~~shall be discussed with~~ are communicated to staff members and made available for their information.

D. The Superintendent o Oversees staff personnel management by:-

1. ~~Organizes~~ Organizing recruitment of personnel-;
2. ~~Conducts~~ Conducting an annual review and evaluation of the staff organization of the school division-;
3. ~~Reassigns~~ Reassigning personnel ~~to schools and offices~~ in accordance with School Board policy-;
4. ~~Ensures administration of~~ Administering personnel policies and programs-;
5. ~~Supervises~~ Supervising evaluation of personnel-; and
6. ~~Provides~~ Providing for maintenance of up-to-date job descriptions for all personnel.

The authority of the School Board is transmitted through the Superintendent along specific channels as shown in the Senior Leadership Team organizational chart. The Board approves the chart annually through the budget adoption process, and upon amendment by the Superintendent. Although departmental organizational charts do not

require Board approval, the Superintendent will share any organizational changes with the Board for informational purposes.

E. ~~Oversees~~ The Superintendent oversees ~~facility~~ facilities management by:-

1. ~~Prepares~~ Preparing long and short-range plans for facilities and sites-;
2. ~~Insures~~ Providing for the maintenance of school property and safety of personnel and property-;
3. ~~Inspects~~ Inspecting, or providing for the inspection of, school property on a regular basis-;
4. ~~Approves~~ Overseeing the utilization of school property-;
5. ~~Monitors~~ Monitoring any construction, renovation, and demolition of school facilities-;
6. ~~Represents~~ Representing the school division before local or state agencies ~~which that~~ control building requirements or provide financing for buildings-; and
7. ~~Closes~~ Closing school buildings ~~which that~~ appear ~~to her/him~~ to be unfit for occupancy.

F. ~~Oversees~~ The Superintendent oversees financial management by:-

1. ~~Prepares~~ Preparing the Capital Improvement Program and Combined Funds budgets for School Board approval-;
2. ~~Ensures~~ Ensuring that expenditures are within the limits approved by the School Board-;
3. ~~Reports~~ Reporting to the School Board on the financial condition of the school division-;
4. ~~Establishes~~ Establishing procedures for the procurement of equipment and supplies; and
5. Ensuring that an accurate record of all receipts and disbursements of school funds is kept.
4. _____.

G. ~~Ensures that an accurate record of all receipts and disbursements of school funds is kept.~~ Directs The Superintendent directs community relations activities by:-

1. ~~Articulates~~ Articulating educational programs and needs to the community-;
2. ~~Responds~~ Responding to concerns expressed in the community-;
3. ~~Maintains~~ Maintaining contact with the news media-;
4. ~~Participates~~ Participating in community affairs-; and
5. ~~Involves~~ Involving the community in planning and problem solving for the ~~school~~ school division.

H. ~~Oversees~~ The Superintendent oversees student services by:-

1. ~~Monitors~~ Monitoring student services-;

2. ~~Ensures that~~Providing for an accurate student record system ~~is maintained.~~;
3. ~~Implements~~Implementing policies and programs relating to the behavior and discipline of students.
4. ~~Maintains~~Maintaining programs for the health and safety of students; and
5. ~~Communicates~~Facilitating communication as the liaison between the school divisions and community ~~social services~~ agencies.

Adopted: October 24, 1996
Amended: September 8, 2005
Amended: October 15, 2015
Amended: June 7, 2018
Amended: October 25, 2018

Legal Refs.: Constitution of Virginia, article VIII, § 5e.

Code of Virginia, 1950, as amended, §§ 22.1-58, 22.1-59, 22.1-68, 22.1-69, 22.1-70, 22.1-78, 22.1-136; 22.1-253.13:5, 22.1-253.13:7.

~~8 VAC 20-22-508~~ VAC 20-23-50.;
~~8 VAC 20-22-6008~~ VAC 20-23-630.;
8 VAC 20-390-10.;
8 VAC 20-390-40.;
8 VAC 20-390-50.;
8 VAC 20-390-60.;
8 VAC 20-390-70.;
8 VAC 20-390-80.;
8 VAC 20-390-90.;
8 VAC 20-390-100.;
8 VAC 20-390-110.