

## 1230 SUPERINTENDENT'S DUTIES

The Superintendent shall have general supervision and control over the schools of the district and shall examine their condition and progress and report thereon from time to time as required by the law and as directed by the Board, and he/she shall have such other powers and perform such other duties as may be prescribed by the Board from time to time.

The Superintendent shall have sole and exclusive supervisory responsibility for all employees in the Randolph School System without regard to the nature or scope of their employment or duties, and all employees shall ultimately be responsible to the Superintendent in all matters arising in the course of their respective employments.

The Superintendent shall, with Board approval, have sole and exclusive administration and supervisory powers and responsibility for the administration and operation of all federally financed educational programs of any kind and nature whatsoever and the authority to act for and on behalf of the Board in the establishment and implementation of such programs as he/she, in his/her discretion, shall determine to be necessary to the Randolph Public School System.

### Duties and Responsibilities:

- A. As executive officer of the Board, the Superintendent shall:
1. Be directly responsible to the Board for the execution of its policies, for the faithful and efficient observation of its rules by all employees throughout the system and for the enforcement of all provisions of law relating to the operation of the school, or other educational, social, and recreational agencies or activities under the charge of the Board;
  2. Prepare and submit to the Board for approval, rules and regulations, recommendations for policy, programs, and other matters which require action by the Board which he/she deems are needed for the proper conduct and control of the management of the schools;
  3. Attend all meetings of the Board; he/she shall have the right to a seat on the Board and the right to speak on all educational matters, but not the right to vote. He/she shall have direct access to Board Committees and individual Board members as needs may dictate, and shall be notified of all meetings of Committees of the Board, standing or special, shall attend same at his discretion, and shall advise the Board except in matters pertaining to his/her own employment or when he/she is requested by the Board President or by a committee not to attend;



4. Assist the Board in reaching sound judgment, establishing policies, and approving such matters-as the law or Board regulations require the Board to approve. He/she shall be responsible for placing before the Board or a committee of the Board all necessary and helpful facts, comparisons, investigations, information and reports;
  5. With the cooperation of the Business Administrator, prepare a tentative financial budget showing estimated receipts and disbursements for the ensuing fiscal year necessary to cover the operating costs of the public schools of the district. This tentative budget shall be submitted to the Board at such time as may be determined by the Board;
  6. Recommend to the Board reorganization of school attendance area boundaries when circumstances warrant; and
  7. Analyze the school program to determine future needs to school plant and facilities. Work with other administrators to develop educational specifications for school facilities, equipment, and furniture and review architects specifications to insure implementation of educational specifications.
- B. As supervisor of all district employees, the Superintendent:
1. Shall advertise and search for candidates for teaching, secretarial, and custodial positions and shall be responsible for the screening of personnel applications. Shall nominate all employees for appointment by the Board and recommend the salary to be paid to all teachers and employees connected with the work of the schools. At his/her discretion, the Superintendent may issue employment contracts, subject to Board approval. Only those persons shall be nominated who in the judgment of the Superintendent are the best qualified of those available at the time, and no person shall be nominated for any position in the schools who does not fulfill the requirements of the law and the rules of the Board of Education;
  2. May appoint and, subject to law, remove staff in his/her office, but the number and salaries of such staff shall be determined by the Board;
  3. Shall direct the work of all employees. He/she may, with notification to the President of the Board, suspend any person who does not perform satisfactorily. He/she shall report such suspension to the Board forthwith; the Board, by a majority vote of all members, shall take such action for the restoration or removal of such employees, as it shall deem proper, subject to law;



4. Direct the administrative staff in the development and preparation of administrative regulations and procedures;
  5. Direct the administrators in maintaining consistency and improvement of all administrative procedures among schools;
  6. Shall annually prepare a list of all principals, supervisors, teachers and other employees, together with their salaries, who are recommended for re-employment. If requested by the Board, the list shall be accompanied by details of the qualifications sufficient to inform the Board of the fitness of the person for the position to which he/*she* is recommended. Details of the qualifications of persons about to acquire tenure of office shall be submitted to the Board.
  7. Shall recommend for Board approval the assignment of all teachers and administrators to their respective duties and shall recommend to the Board such changes in assignments as may be necessary to preserve the general welfare of the schools;
  8. May grant temporary leave of absence to employees consistent with Board policies and may employ approved substitutes to fill any vacancy;
  9. Shall require all applicants for positions to file written applications with references on prescribed forms, and shall keep on file in this office those applications, which in his judgment should be maintained;
  10. Shall be responsible for the overall program of annual written evaluations of all employees; and
  11. Shall be the primary signatory on the evaluations of Principals, **Assistant Superintendents,** and Directors **of Special Services.**
- C. As educational leader of the district, the Superintendent shall:
1. Recommend to the Board for its approval courses of study, new and revised, and the approval or adoption of textbooks, new or revised;
  2. Supervise the preparation and evaluation of courses of study for all schools of the district;
  3. Require the Principals of the several schools to instruct and train pupils by means of fire and civil defense drills that in the event of a sudden emergency, the pupils may be so trained that they follow the recommended procedure for their protection and safety;



4. Shall as frequently as practicable and upon the request of the Board, submit a written or verbal report upon the work of the schools. These shall include the results of testing programs, findings, interpretations, and actual utilization of the results; and
  5. Shall admit only those nonresident pupils who have made satisfactory arrangements in regard to tuition, after their approval by the Board. The Superintendent shall keep the Board informed as to the number of tuition pupils.
- D. As Chief Operating Officer of the district, the Superintendent shall:
1. Supervise and certify all payrolls for salaries of all employees;
  2. Approve the purchases of all supplies, equipment, and services required to operate the schools;
  3. Decide on school closings due to weather or other emergency conditions.
  4. Supervise, or cause to be supervised, the construction and repair of all school buildings and shall report to the Board on the progress of the work. He/she shall be authorized to order emergency repairs without prior Board approval. Costs of emergency repairs shall be within the limits of State regulations; and
  5. Perform such other duties as may be assigned by the Board.

### Qualifications

To be eligible for appointment to the position of Superintendent, a candidate shall hold or be eligible for a New Jersey School Administrator's Certificate.

### Special Power

The Superintendent shall have the authority to use discretionary powers in situations not covered by these policies, the rules of the State Board of Education, the directives of the Commissioner or the law, reporting such action to the Board as soon as it is possible thereafter.

N.J.S.A. 18A:7A-11; 18A:17-17; 18A:17-18; 18A:17-20; 18A:17-21;  
18A:22-8.1; 18A:27-4.1; 18A:37-4  
N.J.A.C. 6A:8-3.1; 6A:32-4.1; 6A:32-12.2

Adopted: 17 July 2012

Revised:

