

**CANDIA SCHOOL DISTRICT
SCHOOL SUPERINTENDENT**

The Administration of the school system in all its aspects shall be delegated to the Superintendent, who shall carry out his/her administrative functions in accordance with the policies adopted by the Board.

The Superintendent shall be the chief executive officer of the school system and shall have, under the direction of the Board and in conformance with state laws and policies, general supervision of the public schools and of all the personnel and departments of the school system. The Superintendent is responsible for the management of the schools under the Board's policies and is accountable to the Board. Further, the Superintendent is accountable to the Commissioner of Education for carrying out duties specified by the State Board of Education and/or the Commissioner.

By its nature, the position of Superintendent of Schools is an exacting position. In addition to the minimum requirements specifically set forth by the State Board of Education and the School Board, the Superintendent shall possess the following qualifications:

S/he shall be of good character and of unquestionable morals and integrity.

S/he shall possess good judgement and common sense along with the ability to think clearly and independently, relying on facts instead of prejudices.

S/he shall demonstrate high business and educational ability and leadership.

S/he shall have the capacity for maintaining the respect of educational leaders in neighboring districts and in the State of New Hampshire.

The Superintendent, in his/her discretion, may delegate to school personnel the exercise of any powers and the discharge of any duties imposed upon the Superintendent by these policies or by vote of the Board. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action taken under such delegation.

In addition to carrying out all policies and directives of the School Administrative Unit School Board and each individual School Board, the Superintendent is required by the State Board of Education to do the following:

Role Description (in accordance with the State Board of Education Regulation, Part ED 302 DUTIES OF SCHOOL SUPERINTENDENT)

The Superintendent shall serve as the executive head of the public schools, and shall be responsible for planning and administering their affairs subject to statutory requirements, the regulations of the State Board of Education, and the policies of the districts.

The position shall develop and maintain a system of public schools, capably staffed to provide quality education and supportive services. The Superintendent shall provide, develop, and implement the procedures to achieve educational objectives within the administrative unit.

In performance of these duties, the Superintendent shall be directly responsible to the State Board of Education through its Commissioner, and the Board or Boards of the School Administrative Unit.

The Superintendent may be supported by one or more assistants. The Superintendent shall delegate such of the duties as are necessary and desirable for the efficient completion of the requirements of the position.

Substantive Duties (Ed 302.02)

- a. The Superintendent shall nominate all professional and central office personnel.
- b. The Superintendent shall direct and supervise the work of all employees of the district and shall have all powers necessary to make such direction effective. While the Superintendent has ultimate responsibility, the delegation of powers and duties to other personnel is a proper exercise of the office.
- c. The Superintendent shall nominate all certified staff and appoint other employees in accordance with the laws, regulations of the State Board of Education, and School Board policies.
- d. The Superintendent shall be responsible for the selection and purchase of textbooks and other scholastic apparatus and supplies in accordance with the regulations of the School Board and the State Board and see that the same are suitably distributed to the school, accurately accounted for and economically used.
- e. The Superintendent shall be responsible for developing and recommending to the School Board the annual budget for the support of the educational program and for the operation and maintenance of schools in accordance with School Board policy.
- f. The Superintendent of Schools shall be responsible for an accounting system and financial reporting procedure in order that all funds will be accounted for in accordance with School Board policy and local and state law.
- g. The Superintendent shall be responsible for the development of an educational plan for the Candia School District and for recommending a program of studies suitable to the needs of the pupils and the community in accordance with School Board policies, state statutes, and State Board regulations.
- h. The Superintendent may, for cause, remove a teacher or other employee of the District in accordance with state statutes.
- i. The Superintendent shall recommend the dismissal of certified staff to the Board, recognizing its authority to dismiss according to the statutes.

- j. The Superintendent shall provide for temporary vacancies and shall have the authority to secure supplies immediately needed for the operation of the schools.
- k. The Superintendent shall be responsible for maintaining records and making reports as required by the State Board of Education and the School Boards.
- l. The Superintendent shall admit pupils to school attendance in accordance with the laws of the state, regulations of the State Board, and policies of the School Board. The Superintendent shall assign pupils to such classes and grades as their needs warrant.
- m. The Superintendent shall provide for the alleviation of hazardous conditions of an emergency nature that affect the health and welfare of pupils.
- n. The Superintendent shall be responsible for the evaluation of personnel and programs in accordance with School Board policies.
- o. The Superintendent shall be responsible, after notice, for the implementation of the policies and regulations of the State Board of Education. The Superintendent is expected to participate in the development and evaluation of said policies and regulations as requested by the Commissioner of Education.

Regulatory Reference:
NH Code of Administrative Rules Section Ed. 302

Adopted: December 2, 1999
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