

The School Board of Gadsden County

Bylaws & Policies

Unless a specific policy has been amended and the date of the policy was revised is noted at the bottom of that policy, the bylaws and policies of The School Board of Gadsden County were adopted on June 25, 2013, and were in effect beginning June 26, 2013.

1030 - SUPERINTENDENT OF SCHOOLS

The Superintendent, as secretary and executive officer of the School Board, shall have the responsibility for the administration and management of the District's schools and for the supervision of instruction in the District.

The Superintendent shall provide educational direction for the instructional staff and supervision for the support staff.

The Florida statutes vest in the Superintendent the following powers:

- A. exercise general oversight over the District in order to determine problems and needs, and recommend improvements
- B. advise and counsel with the Board on all educational matters and make recommendations to the Board for action regarding such matters as should be acted upon
- C. recommend to the Board such policies as the Superintendent may consider necessary for the District's more efficient operation
- D. prepare and submit to the Board for adoption such policies to supplement those rules adopted by the State Board of Education that, in the Superintendent's judgment, will contribute to the efficient operation of the District, and, upon adoption by the Board, require compliance with these policies
- E. from time-to-time prepare, organize, and submit to the Board for adoption such minimum standards relating to the operation of any phase of the District program as are needed, in the Superintendent's judgment, to supplement standards of the State Board of Education and as will contribute to the efficient operation of the District's program, and, upon adoption by the Board, require that said standards are observed
- F. perform such duties and exercise such responsibilities as are assigned to the Superintendent by law and by rules of the State Board of Education

The Superintendent shall perform the duties and responsibilities set forth in the Florida statutes, including, but not limited to, the following:

- A. require the participation of all instructional staff members and school administrators in training on the District's standards of ethical conduct and the related policies and procedures upon employment and annually thereafter
- B. make recommendations, nominations, proposals, and reports required by law to be acted upon by the Board
- C. keep the Board informed of school operation by preparing Board agendas, providing oral and written communication, scheduling management meetings, and requesting special Board meetings that become necessary to keep the Board properly informed
- D. require that all aspects of District operation comply with State laws and regulations as well as Board contracts and policies

- E. require that all laws, rules of the State Board of Education, and the policies of the Board are properly observed
- F. prepare and submit the annual budget to the Board for adoption and to direct all expenditures within the appropriations adopted by the Board
- G. direct the work of all personnel in accordance with the Florida statutes, Federal law, and the policies of the Board
- H. recommend measures to the Board so that adequate educational facilities are available throughout the District
- I. prepare reports to the Board on the conditions and needs of the schools and to acquaint the public with the said activities and needs
- J. assign staff to their respective teaching duties
- K. work cooperatively with parents and community groups concerned with programs in the schools
- L. participate in such conferences and courses of continuing professional education so that s/he may function more efficiently and effectively
- M. authorize administrators to enter into agreements with consultants
- N. delegate authority to staff in any matters, when it becomes expedient to do so, and assume full responsibility for the execution and satisfactory completion of the delegated activities
- O. recommend to the Board an annual plan for instructional plans

The Superintendent may authorize changes or exceptions as necessary for implementing the instructional program.

Pursuant to the Florida statutes, the Superintendent shall not knowingly sign and transmit to any State official a report that the Superintendent knows to be false or incorrect. Furthermore, the Superintendent shall investigate any allegation of misconduct by instructional staff members or school administrators, as defined in F.S. 1012.01, which affects the health, safety, or welfare of a student, and shall report the alleged misconduct to the Department of Education as required by the Florida statutes and Policy [8141](#) - Reporting Misconduct.

F.S. 1001.49, 1001.51

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