

DUTIES OF SUPERINTENDENT

3.22

- I. The Superintendent shall be responsible for the administration of the entire school system as provided by law, State Board of Education and Henry County Board of Education rules. The Superintendent shall keep the Henry County Board of Education informed regarding all facets of the school system.
- II. The Superintendent serves as the secretary and executive officer of the Henry County Board of Education. He/she shall be responsible for keeping such minutes and records as may be necessary to set forth clearly all actions and proceedings of the Board. The Superintendent shall inform the Henry County School System employees of any Board action relating to them.
- III. All members of the instructional and non-instructional staff shall be under the general supervision of and subject to the direction of the Superintendent.
- IV. The Superintendent shall have the authority to issue directives and to prescribe such procedures as may be necessary to carry out the purpose of Henry County Board of Education policy.

The Superintendent shall act as the chief executive officer of the Henry County Board of Education. He/She shall have, under the direction and policies of the Board and in accordance with state law and regulations of the State Board of Education, responsibility for the management of the school system and the supervision of all personnel in the system.

The Superintendent shall be authorized to delegate to other employees of the Board such responsibilities imposed on him/her by the Board, as he/she may deem necessary. Delegation of responsibility to other personnel of the system shall not relieve the Superintendent of his/her responsibility for the total operation of the schools.

The general scope of duties of the Superintendent shall include, but not be limited to, the following:

- 1. Exercise, pursuant to state statutes and under the direction of the Board, general supervision of the public schools in the system.
- 2. Enforce all provisions of law relating to the management of the schools, and other educational, social, and recreational activities under the direction of the Board of Education.
- 3. Attend all meetings of and have a seat on the Board of Education; to have the right to speak on all matters but not the right to vote and to bring such matters before the Board as seem to him/her necessary for the general welfare of the schools.

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4. Keep abreast of and to keep the Board of Education informed concerning acceptable, modern school practices; and to make such recommendations to the Board as shall lead to the establishment of standards that will assure growth and progress of the school system.
5. Carry out the policies adopted by the Board under such powers as may be delegated by the Board as are necessary to that end.
6. Initiate those matters required of the Superintendent under Alabama law and other applicable rules respecting the duties and responsibilities of the county superintendent.
7. Exercise general supervision over all employees and have the right to nominate, assign, suspend, and transfer all employees. All appointment and transfers are subject to a written recommendation from the Superintendent and the approval of the Board.
8. Suspend any pupil from school whenever, in his/her judgment, the best interests of the schools are served.
9. Assure the proper maintenance of all school district records and the proper distribution of such records to board members, principals, etc.
10. Plan and administer the budget as enacted by the Board, acting at all times within legal requirements and in accordance with policies of the Board.
11. Represent the school system in community affairs.
12. Perform such official duties as may be prescribed by law or the Board.
13. Develop plans for the maintenance, improvement or expansion of buildings and property needed to provide an adequate educational program.
14. Assume other duties as assigned by the Board.

REFERENCE(S):

**CODE OF ALABAMA
16-9-13 TO -16, 16-9-23, 16-12-1 TO -21**

HISTORY:

**ADOPTED: JANUARY 16, 1997
REVISED: OCTOBER 11, 2007; JULY 18, 2013; _____
FORMERLY: CEB**