

Administration

Superintendent of Schools

Appointment

The appointment of a Superintendent is a Board of Education responsibility. The Board may seek the advice and counsel of interested individuals, or of an advisory committee, and it may choose consultants to assist in selection. However, final selection shall rest with the Board after thorough consideration of qualified applicants.

When the Board elects a Superintendent, a majority vote of the entire membership of the Board is necessary for election. The Superintendent may be appointed (or reappointed) for a term not to exceed three years.

The Superintendent must be properly certified by the state; however, the Board may require qualifications in addition to those prescribed by the State Board of Education.

Contract

The salary of the Superintendent, additional benefits, vacation entitlement, and other leave shall be determined at the time of appointment (or reappointment) and shall be part of the written contract.

Additional benefits, such as health and other forms of insurance, annual vacation, holidays, and temporary and extended leaves and absences shall be at least equal to those granted to other professional staff members.

Duties and Responsibilities

The administration of the school system in all of its aspects shall be delegated to the Superintendent of Schools, the chief executive officer of the school system. The Superintendent shall have, under the direction of the Board of Education, general supervision of all of the public schools and of all the personnel and various departments of the school system. The Superintendent is responsible for the management of the schools under the Board policies and State Law, and is accountable to the Board of Education.

The execution of all decisions made by the Board concerning the internal operation of the school system shall be delegated to the Superintendent. In particular, the duties of the Superintendent shall be:

1. To serve as executive head of the entire school system in charge of both educational and business functions.
2. To administer the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out policies of the Board; to initiate matters of educational policy and to make definite recommendations thereon; to keep abreast of the best educational developments and advice regarding changes in policies.

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Duties and Responsibilities (continued)

3. To recommend the number and types of positions required to provide proper personnel for the operation of such a program.
4. To recommend policies on organization, finance, instruction, school planning, and other functions of the school program.
5. To nominate for appointment, to assign, and to define the duties of all personnel, subject to approval of the Board.
6. To supervise the preparation of the annual budget and to recommend it to the Board for approval.
7. To advise and recommend in matters of business administration; to pass upon all proper requests for equipment and supplies; to point out possible economies, and to supervise activities of the school system.
8. To keep the Board continually informed on the progress and conditions of the schools.
9. To conduct a continuous study of the development and needs of the schools and to keep the public adequately informed concerning his/her findings.
10. To represent the Board to the personnel and to represent the personnel to the Board through professional negotiations channels.
11. To act in cases where action must be taken within the school system where the Board has provided no guides for administrative action. Such decisions, however, shall be subject to review of the Board at its regular meeting.

The Superintendent, in his/her discretion, may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board 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.

Legal Reference: Connecticut General Statutes

10-157 Superintendents

Policy adopted: April 12, 2004

EAST GRANBY PUBLIC SCHOOLS
East Granby, Connecticut

Administration

Appointment of Designee for Superintendent of Schools

In the event of any vacancy created by the resignation or the disability of the Superintendent of Schools as defined by the Superintendent's contract, the Board of Education will meet not later than two weeks of said vacancy to appoint an Acting Superintendent of Schools.

In order to provide for unforeseen circumstances, the Superintendent shall appoint a designee. This designee shall function only when the Superintendent is out of the District. The designee shall function only in emergency situations.