

**Darien Public Schools
Darien, Connecticut**

POLICY

**Series 2000
Administration**

Policy 2210

DUTIES OF THE SUPERINTENDENT OF SCHOOLS

A. Reports to:

Board of Education

B. In General:

Perform the duties of the chief executive officer and educational leader of the Darien School System in accordance with the policies and directives of the Board of Education and state law.

C. Qualifications:

- 1.** Possess and maintain in "current" status all certifications and certificates required by the State of Connecticut.
- 2.** Doctorate or a degree or experience which the Board deems equivalent to a Doctorate.
- 3.** Prior experience as an administrator in a recognized educational environment or the equivalent;
- 4.** Such other qualifications as the Board may require from time to time.

D. Job Goal:

To provide the professional leadership necessary to develop and improve the Board's educational programs and services to attain the highest standards of excellence; to administer and supervise (or cause to be administered and supervised) the budget and all programs, services and activities of the school system; to inspire, lead, guide, direct and supervise the certified and non-certified staffs.

E. Responsibilities:

Perform all functions normally performed by a Superintendent of Schools in the State of Connecticut and the Town of Darien, including, but not limited to, the following:

1. participate in all Board meetings unless expressly requested by the Board not to attend or participate; and serve as an ex-officio member of all Board committees;
2. conduct a systematic evaluation of the total school program, and advise the Board on recommendations for the educational advancement of the schools;
3. formulate annual objectives; oversee the preparation of individual school objectives; formulate plans and programs to carry out Board policy;
4. prepare and present, (or direct the preparation and presentation of) the facts and explanations necessary to assist the Board in discharging its duty to adopt policies;
5. develop and provide to the Board long range plans to implement the goals and objectives of the district in accordance with Board policy;
6. advise the Board as to the most effective use of school property, buildings and facilities and as to the disposition of all such property, buildings and facilities no longer required by the Board, and supervise the proper execution of such disposition;
7. hire, direct, assign, evaluate, transfer, promote, demote, discipline, discharge and otherwise supervise Board employees, both certified and non-certified, subject to applicable legal requirements and limitations;
8. direct the preparation of the annual budget for adoption by the Board, and administer the Board's budget in accordance with legal requirements and Board policies;
9. maintain, directly or through delegation, such personnel records, pupil accounting records, business records and other records required by law and by Board policy;
10. represent the schools before the public, as appropriate
11. delegate responsibilities to the management team to the extent appropriate and coordinate and evaluate the performance of the management team members in their efforts to implement Board policy;
12. supervise the effective implementation of all constitutional or statutory laws, state regulations and Board policies;

13. communicate to all employees, directly or through delegation, all Board actions pertaining to personnel matters; and receive from employees all communications to be made to the Board;
14. establish such regulations as may be necessary to implement Board policy effectively and instruct school employees and students in their effective implementation to the extent required;
15. act as necessary and appropriate in any matter not covered by Board policy, report such action to the Board as soon as practicable, and recommend policy as required in order to provide guidance in the future;
16. keep the Board informed as to the operation of the schools and events that impact such operation, the educational program, the pupils or staff;
17. administer all collective bargaining agreements and employment contracts applicable to Board employees;
18. file or cause to be filed all reports required by the state and federal governments, as well as those appropriate in connection with grants and other government programs;
19. keep current with respect to developments in education and advise the Board with respect to such developments as required;
20. perform such other tasks as may from time to time be assigned by the Board.

F. Miscellaneous

1. This position is a twelve-month position.
2. Performance will be evaluated by the Board periodically in accordance with Board policy and practice.

ADOPTED: December 9, 2008

REAFFIRMED: _____

REVISED: _____