

**BOARD OF EDUCATION
EXECUTIVE OFFICER - SUPERINTENDENT**

The Perry Board of Education recognizes that the executive authority is that function of the board which is delegated to the superintendent of schools. The board is responsible for administration of local schools and the board must require the executive officer and the staff to administer the schools in accordance with board policy. The board will appoint a superintendent to serve as its chief executive officer and to advise the board concerning educational policy and operation of the schools. This executive authority is concerned with placing in operation the plans and policies of the board, keeping the members informed, and furnishing creative leadership to both the board and to the entire school district staff. The superintendent will be the authorized individual charged with the operations of all federal programs in the system. The superintendent must hold an administrator's certificate recognized by the State Board of Education. If the superintendent is employed for the first time in Oklahoma, he or she must attend training seminars as required by the Oklahoma Department of Education. The following duties have been established for the office of the superintendent of schools.

1. The renewal of the superintendent's contract shall be considered by the board in accordance with the superintendent's contract and announced or tabled annually. It is the duty of the president of the board to notify the superintendent as soon as possible following the board's decision.
2. The superintendent is the executive officer of the board and the leader of the educational forces of the community. The board shall seek the superintendent's recommendation on school matters.
3. The superintendent shall attend all meetings of the board, except when the superintendent's employment status is being considered, be a nonvoting member, and advise the board on all school matters.
4. The superintendent shall make recommendations for the employment, promotion, transfer, dismissal, or retirement of any school employee and will have full power to make assignments to duty. The board shall not normally employ a school employee against the recommendation of the superintendent. The board will direct the superintendent to make additional recommendations if necessary. The superintendent shall assume direct operational responsibility for all duties and responsibilities of staff members and shall prepare job descriptions for each administrative position.
5. The superintendent shall devote himself or herself to the study of public educational trends, keep the board informed on conditions of the schools of the district, and formulate and present for board action; policies, plans, programs and proposals for curriculum revision, together with full information pertaining thereto which will make for improved school conditions and will incorporate short and long term educational goals periodically and provide for regular population studies. In the development of rules, regulations and arrangements for the operation of the school system, the superintendent will include, at the planning stage whenever feasible, those employees who will be affected by such provision. The superintendent shall, once policies have been established, keep the board fully and regularly informed as to the effectiveness of operation of existing policies.
6. All purchases of supplies, materials, or equipment shall be made on authority of a purchase order approved by the superintendent, within the limits established by the board.

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7. Responsibility for the operation and maintenance of the child nutrition program is delegated to the superintendent. Monthly reports regarding the financial status of the program shall be made available to the board of education.
8. The superintendent shall, each year, compose a calendar reflecting the days on which school will be dismissed, when school will end for the year, etc. The calendar shall be subject to approval by the board of education.
9. The superintendent shall prepare procedures for admitting non-resident children who apply for permission to attend school in this district, and for the transfer of children who apply to attend schools in other districts.
10. The superintendent shall be responsible for the supervision of student disciplinary actions.
11. The superintendent shall be responsible for providing the ways and means for teaching the subjects required by the State Board of Education and such other subjects as may be designated or approved by the Perry Board of Education.
12. The superintendent shall administer a complete curriculum as adopted by the board of education, in conformity with the regulations established by the State Department of Education.
13. The superintendent shall have all school accounts audited each year, and a copy of it filed with the secretary of the board of education.
14. The superintendent shall visit personally all the schools of the district as often as practical, carefully observing the methods of instruction and the classroom management of teachers; suggest improvements; provide remediation of professional skills, if necessary; advise as to the best methods of instruction and classroom management; and pay special attention to the classification of students, the program of studies, and the apportionment of time allotted to each of the prescribed subjects.
15. The superintendent shall secure adequate plant facilities; standardize supplies, equipment and other materials used in the school; and formulate standard procedures for purchasing equipment in all departments of the school.
16. The superintendent shall prepare and transmit, for the board's consideration and action, a well-coordinated budget by requiring the various divisions of the school system to participate in its development. At least quarterly, the superintendent shall provide to the board a financial analysis indicating the expenditures of the district and an opinion of the general financial condition of the district. The superintendent shall administer the budget as approved by the board.
17. The superintendent shall have the authority to close any of the public schools in case of emergency.

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18. The superintendent shall make an annual appraisal to the board. Appraisal is that function which attempts, through careful and continuous examination and study of facts and conditions, to determine the efficiency of operation of the general activities, the values of results of the activities in relation to the efficiency and value of instruction, and the need for revision of existing activities for further improvements of instruction.
19. The superintendent shall conduct a program of public relations which will keep the people fully informed of the activities, successes, and needs of the schools.
20. The superintendent shall keep, or cause to be kept, accurate and up-to-date records and reports as required by law, the State Department of Education, and/or the local board.
21. The superintendent shall evolve, with certified and non-certified employees, channels for the ready intercommunication of ideas and feelings regarding the operation of the schools, and will weigh with care the counsel given by employees, especially that given by groups designated to represent large segments of the staff, and will inform the board of all such counsel in presenting reports of administrative action and in presenting recommendations for board action.
22. In situations which arise within the schools where the board has provided no guides for administrative action, the superintendent will have power to act, but the decisions will be subject to review by action of the regular board meeting. It will be the duty of the superintendent to inform the board promptly of such action and of the need for policy.
23. The superintendent or designee will evaluate all administrative personnel prior to their employment date and report to the board of education.
24. The Perry Board of Education directs the superintendent of schools to comply with the fair dismissal law.

REFERENCE: 70 O.S. §1-115, §116, §5-106