

Duties of School Superintendent

1. He/she shall be ex-officio member of the school board and shall attend all regular and special meetings of the board, except when his/her election is under consideration.
2. He/she is the executive officer of the school board and shall be responsible to it for the execution of its policies and observance of its rules.
3. He/she shall be responsible for developing a comprehensive program of education for the community. Every effort should be made to use the talent of the school staff, student body and the community in the development program.
4. He/she may delegate responsibility, but he/she is responsible to the board for the results produced.
5. He/she shall provide educational leadership for the board, staff members, community and state.
6. He/she shall act as a resource person to provide information requested by the school board or the faculty under the Meet and Confer Law. He/she shall not be required to participate in salary negotiations.
7. He/she shall make all personnel recommendations for the board's consideration, including employment, promotion, dismissal and assignments, including administrative personnel.
8. He/she shall assign substitutes to fill vacancies caused by the temporary absence of staff members. He/she may delegate this assignment to the principals to fill the vacancy from an approved list.
9. He/she shall have the authority to grant requests to excuse employees from work according to his/her best judgment.
10. He/she shall recommend to the board any changes in custodial salary schedules, custodial work assignments, transportation contracts, and any other contracts or agreements involving school business, and he/she shall execute all contracts and agreements with the approval of the board.
11. He/she shall, with the principals, recommend to the board courses of study and important changes in the curriculum of the schools.
12. He/she shall with the principals, recommend materials of instruction, textbooks, equipment and facilities for fulfilling the objectives of the school curriculum.
13. He/she shall develop a school philosophy.

14. He/she shall delegate to his/her principals a visitation program of all teachers.
15. He/she shall hold meetings to formulate plans, and to instruct and lead staff members, including principals, supervisors, teachers, custodians, and other employees.
16. He/she shall have manuals prepared for elementary, junior high and senior high school teachers, custodians, high school students and bus drivers as needed. The manuals shall include duties, responsibilities, assignments, working hours, policies, regulations, and all other necessary information for properly performing their functions.
17. He/she shall keep necessary school records: local, county, state and federal reports, reports by supervisors, principals, teachers, and other employees. All reports and records are to be readily accessible and kept with care, neatness and uniformity.
18. He/she shall devise and maintain a system of reports to keep parents informed of the attendance, scholarship, deportment and health of their children.
19. He/she may suspend any pupil who in his/her judgment fails to conform to the general rules of the school to the extent that his/her influence is seriously demoralizing and detrimental to the interests and work of other pupils.
20. He/she shall prepare and recommend to the board an itemized tentative budget in the spring of each year, and indicate at the time the original budget is submitted, when a revised budget will be presented.
21. He/she shall have authority to make expenditures within the approved tentative and revised/final budget, and must approve all requisitions authorizing the expenditure of school funds.
22. He/she shall prepare a monthly superintendent's agenda containing pertinent information about all school affairs, recommendations for the board's consideration, financial reports, etc. All recommendations of the superintendent shall be properly marked so that they can be quickly identified. The report shall be sent to the members of the board at least three days before the meeting.
23. He/she shall audit all claims and approve all bills and submit same to the board for consideration.
24. He/she shall audit and approve all payrolls and submit same to the Board of Education for consideration.
25. He/she shall recommend to the Board of Education building alterations, additions, new equipment, and the improvement of grounds, and shall be responsible for supervision and administering capital outlay improvements.

26. He/she shall arrange such office hours as may be necessary for the successful administration of the school and convenience to the public.
27. He/she shall consult the chairman of the Board of Education for advice in an emergency, who in turn may consult the membership of the entire Board of Education. However, the superintendent should bring school matters to the attention of the entire Board of Education at a regular meeting whenever possible.
28. He/she shall notify the chairman of the Board of Education when it is necessary for him/her to be absent from the city for more than one day at a time during the school year.
29. He/she shall delegate emergency administrative duties and responsibilities to the executive committee in his/her absence. The committee shall be composed of the high school principal and elementary principal.
30. He/she shall have the authority to close school if in his/her best judgment, weather or road conditions make it desirable to close. The parents must be properly notified.
31. He/she shall administer and execute all local, state and federal school laws.
32. He/she shall keep himself/herself and the Board of Education informed concerning educational progress by visiting other school districts, circulating questionnaires, attending educational meetings, workshops, conventions, short courses and by reading educational books, pamphlets and magazines.
33. He/she shall plan, coordinate and lead a broad and continuous public relations program for the school system.
34. He/she shall approve all building rentals or equipment rentals.
35. The superintendent is hired on a twelve month basis and as such is responsible for the duties of his/her office.

Source: Independent School District No. 739, Kimball, MN
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