

BOARD/SUPERINTENDENT RELATIONSHIP

Board Functions

Decides the nature and extent
Of the instructional program
--requirements for graduation
--extracurricular activities
--special education

Employs personnel policy

Establishes personnel policy
--sets qualifications
--defines sick leave
--defines leave of absence

Adopts the budget, with or
without modification

Adopts salary schedules with or
without modification

Reviews the monthly receipts
and expenditures

Adopts the school calendar

Approves purchases of
equipment, supplies and textbooks

Purchases sites and adopts building
plans

Adopts public relations policy

Evaluates the school program

Superintendent Functions

Directs the instructional program
--puts curriculum into effect
--supervises teachers
--classifies pupils
--sets up pupil records

Nominates and assigns all personnel

Administers personnel policy
--administers sick leave
--arranges for substitutes
--keeps personnel records

Prepares the budget

Prepares and recommends salary
schedules

Supervises proper accounting
procedures and reports

Prepares the school calendar

Recommends purchases of equipment,
supplies and textbooks

Prepares building plans with
assistance of an architect

Directs the public relations program

Helps board evaluate by submitting
studies, reports or surveys

[Reviewed March 1996] {Reviewed June 2004} {Reviewed February 2010}{August
2023}