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**SUPERINTENDENT OF SCHOOLS
DOVER SCHOOL DISTRICT**

The duties of the Superintendent are defined in his/her contract of employment, School Board policies, state statutes, and New Hampshire Department of Education Rules.

The Board expects that the Superintendent, as chief executive officer, is responsible for:

1. The execution of Board policies
2. The Management of the work of all school departments, the duties of which, apart from those required by law, the Superintendent shall assign
3. The observance of all Board policies by all persons employed by the district
4. The enforcement of all provisions of the law relating to the operation of the schools or other educational, social, and recreational agencies, or activities under the charge of the Board.

The Superintendent will have the responsibility to:

1. Keep the Board informed as to the condition of the District's educational system and assure effective communication between the Board and the staff of the school system.
2. Prepare the agenda for Board meetings, in consultation with the Chair of the Board. Prepare and submit recommendations to the Board relative to all matters requiring Board action, placing before the Board necessary and helpful information and reports as are needed to insure the making of informed decisions.
3. Submit to the Board a clear and detailed explanation of any proposed procedure that would involve either departure from established policy or the expenditure of substantial sums.
4. Develop and recommend to the Board objectives of the educational system that support those of the Board.
5. See to the development of specific administrative procedures and programs to implement the intent established by Board policies, directives and formal actions.
6. See to the execution of all decisions of the School Board.
7. Develop sound plans of organization, educational programs and services, and maintain them for the Board.
8. Maintain adequate records for the schools, including a system of financial accounts, business and property records, personnel records, school population, and scholastic records. Act as custodian of such records and all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.
9. Provide for the optimum use of the staff of the District. See that the District is staffed with competent people who are delegated authority commensurate with their responsibilities. Define the duties of all personnel. Provide for evaluation of all personnel.

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10. Prior to action by the Board, recommend the appointment, discipline, or termination of employment of administrators of the District.
11. See to the development, throughout the District, of high standards of performance in educational achievement, use and development of personnel, public responsibility, and operating efficiency.
12. See that the development, authorization, and maintenance of an appropriate budgetary procedure are properly administered. Prepare the annual budget and submit it to the Board at a time necessary to provide an adequate opportunity for the Board's discussion and deliberation.
13. See that all funds, physical assets, and other property of the District are appropriately safeguarded and administered.
14. Establish and maintain liaison with community groups, which are interested or involved in the educational programs of the District. Represent the District before the public and keep the public informed as to the activities, needs and successes of the District.
15. Attend, or have a representative attend, all meetings of the School Board.
16. Directly oversee the work of other central office personnel.
17. Hold regular meetings with Building Principals, Coordinators/Directors and all other administrators to discuss progress and educational problems facing the District.
18. Attend, or delegate a representative to attend, all meetings of municipal agencies or governmental bodies at which matters pertaining to the schools appear on the agenda.

The Superintendent may delegate to other school personnel the exercise of any power or the discharge of any duty imposed on the Superintendent by the School Board. This, however, shall not relieve the Superintendent of the responsibility for action taken under such delegation.

In the performance of his duties, the Superintendent is responsible for the implementation of the policies and regulations of the Dover School Board and the New Hampshire State Board of Education (Ed 302.02).

Legal Reference:

NH Code of Administrative Rules, section Ed. 302.02, Substantive Duties of Superintendents