

DANBURY PUBLIC SCHOOLS

Danbury, Connecticut

POLICY

SUPERINTENDENT OF SCHOOLS

Adopted: 8/11/99

Policy No. 2-110

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The Superintendent of Schools shall be the Chief Executive Officer of the Board, and shall have executive authority over the school system and the responsibility for its supervision. The Superintendent shall be directly responsible to the Board for the execution of its policies; for the faithful and efficient observance of its rules by all employees throughout the system; for the management of the work of the departments whose duties, apart from those required by law, the Superintendent shall assign; and for 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 shall have among others, the following specific responsibilities.

- a) Formulate policies and short/long range plans for consideration and action by the Board of Education;
- b) Execute and administer policies and plans which the Board has adopted and shall carry out such other duties, as are required by law, or as directed by the Board of Education;
- c) Execute and administer the Affirmation Action policies and plans adopted by the Board of Education;
- d) The Superintendent shall, as frequently as practicable, and upon the request of the Board, transmit written or verbal reports on the general condition of the schools, the work of the departments, measures of progress, and the results of the administration of the Board's policies;
- e) The Superintendent shall attend the meetings of the Board of Education and when required by the Board, or any committee thereof, provide any pertinent information on the subject of inquiry;
- f) Lead in the development and operation of an adequate program of school-community relations;
- g) Participate in appropriate community activities;
- h) Use professional judgement in nominating candidates for appointment to any position on the school staff;

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- i) The Superintendent shall recommend to the Board for its approval new courses of study, the adoption of textbooks, and curriculum guides to be used in the schools;
- j) Recommend for purchase equipment, books and supplies which are appropriate to the purpose and needs of the school system;
- k) Present for the Board's consideration an annual budget which is designed to serve the needs of the school system;
- l) Establish and operate the financial operations of the school system to ensure adherence to budget provisions and the wise use of school funds;
- m) The Superintendent shall have the authority to close any or all schools temporarily whenever conditions endanger the health and/or safety of the students;
- n) Be expected to attend, when possible, local state and national educational meetings as a representative of the school system, to keep abreast of advances and improvements in education;
- o) Delegate to others any of the powers and duties which the Board has entrusted to the Superintendent, but in every instance, the Superintendent shall continue to be responsible to the Board for the execution of the powers and duties delegated;
- p) In cases where emergency action must be taken within the school system, and where the Board has provided no guidelines/policies for administrative action, the Superintendent shall have the power to act. It shall be the duty of the Superintendent to inform the Board promptly of such action.

NOTE: Whenever the term Superintendent or Superintendent of Schools is used, it is understood to include "and/or his/her designee".

LEGAL REFERENCE: Connecticut General Statute 10-157