

The Role of the Superintendent:

- Manages operations in central office and coordinates and oversees efforts of all schools within the district. Works toward meeting district and superintendent goals established by the board.
- Advises board on policy development, need and impact and is responsible for creating and implementing administrative procedures to carry out the requirements of each policy.
- Assists and advises board in creating the long and short-term goals. Based on the goals, establishes strategies for implementation at each school.
- Works with school administrators to develop a draft budget, recommends the budget to the board, makes revisions as requested by the board, and administers the budget adopted by the board.
- Recommends courses of study and texts aligned with district vision, goals and objectives. Provides student assessment data for board analysis.
- Recommends all personnel to be hired; is responsible either directly or indirectly for performance evaluations. Analyzes, interprets and communicates the needs of the school system to the board and supervises facility renovations and new construction projects.
- Recommends and implements a program of school-community relations and keeps all stakeholder groups informed about district policies, programs and procedures.
- Provides administrative assistance and facilitation of the board's self-assessment process.

The Role of the Board of Education:

- Recruits, hires and evaluates the performance of the superintendent.
- Establishes policy for the district and shares in policy development.
- The district vision is translated into long and short-term goals. The board establishes the structure to accomplish the vision, and periodically evaluates the results.
- Reviews and adopts the budget submitted by the superintendent and aligns the funding priorities with the district goals.
- Approves recommended curriculum and texts based on standards, goals and policies established by the board. Review and evaluate curriculum as it relates to student assessment results.
- Adopts policies governing salaries and salary schedules, terms and conditions of employment, fringe benefits, leave and professional development and employee evaluations.
- Determines school facility needs and communicates proposed construction plans to the community.
- Adopts policies governing school-community relations, advocates for the public school system and remains responsive to community ideas and needs.
- Evaluates the performance of the board and provides feedback for personal leadership development.



<u>Superintendent Role</u>	<u>Board Role</u>
GOAL SETTING Assists and advises board in creating the long and short-term goals. Based on the goals, establishes strategies for implementation at each school.	GOAL SETTING The district vision is translated into long and short-term goals. The board establishes the structure to accomplish the vision, and periodically evaluates the results.
POLICY Advises board on policy development, need and impact and is responsible for creating and implementing administrative procedures to carry out the requirements of each policy.	POLICY Establishes policy for the district and shares in policy development.
SUPERINTENDENT'S RESPONSIBILITIES Manages operations in central office and coordinates and oversees efforts of all schools within the district. Works toward meeting district and superintendent goals established by Board.	DESIGNATING & EVALUATING SUPERINTENDENT Recruits, hires and evaluates the performance of the superintendent.
BUDGET Works with school administrators to develop a draft budget, recommends the budget to the board, makes revisions as requested by the board, and administers the budget adopted by the board.	BUDGET Reviews the budget submitted by the superintendent and aligns the funding priorities with the district goals.
CURRICULUM Recommends courses of study and texts aligned with district vision, goals and objectives. Provide student assessment data for board analysis.	CURRICULUM Approves recommended curriculum and texts based on standards, goals and policies established by Board. Review and evaluate curriculum as it relates to student assessment results.
STAFFING AND APPRAISAL Recommends all personnel to be hired; is responsible either directly or indirectly for performance evaluations	STAFFING AND APPRAISAL Adopts policies governing salaries and salary schedules, terms and conditions of employment, fringe benefits, leave and professional development and employee evaluations.
FACILITIES Analyzes, interprets and communicates the needs of the school system to the board and supervises facility renovations and new construction projects.	FACILITIES Determines school facility needs and communicates proposed construction plans to the community