

**Administration**

**SUPERINTENDENT OF SCHOOLS: JOB DESCRIPTION**

The Superintendent of the West Sonoma County Union High School District is the chief executive officer of the district. His/her functions include:

A. Secretary to the Governing Board

1. Prepare the agenda for regular and special meetings and notify members of the Board as to meetings.
2. Attend Board meetings and act as advisor to the Board.
3. Keep a complete and accurate record of the proceedings of the Board according to the procedure established by the Board policy.
4. Have charge of all records and files of the Board.
5. Conduct and sign all official correspondence of the Board not otherwise assigned, and sign all official documents as required by law or by action of the Board.
6. Make and serve all required notices for the Board unless otherwise specified by the Board.
7. Assist the Board in the development and amendment of school district policies. Insure that such policies are in conformance with the law. Establish necessary administrative regulations to implement Board policy.

B. Curriculum:

1. The district Superintendent shall be responsible for the formulation of curricula and the development of courses of study for the district.
2. Recommend textbooks, instructional supplies and school equipment.
3. Arrange for the purchase of books, supplies, and equipment for the district in accordance with all pertinent legal provisions and the policies and regulations of the Board.
4. Maintain an effective program of related services in the district, including counseling and special education.
5. Coordinate research within the district.

## **Administrative Regulation 2123(b)**

### **C. Personnel:**

1. Announce vacancies, and along with other staff, screen candidates and recommend personnel for employment with the district.
2. Determine the classification, assignment, reassignment and promotion of all employees of the school district, in accord with employee contracts and applicable law.
3. Develop orientation and in-service training program for the district in conjunction with appropriate staff. Encourage professional improvement of the staff.
4. Be responsible for the evaluation program for all district personnel.
5. Arrange for negotiation with employee organizations in accordance with current laws.
6. Coordinate assistance to personnel whose performance is unsatisfactory and recommend for dismissal personnel whose function remains unsatisfactory.
7. Establish and maintain communication with staff.

### **D. Finance:**

1. Supervise the preparation, administration, and annual audit of the budget, which is under the direction of the Chief Business Official (CBO).
2. Work with CBO to inform the Board as to extraordinary expenses and procure estimates and bids in conformance with state law and district policies.
3. Delegate responsibility for the operation and maintenance of the buildings, grounds and equipment belonging to the school district.
4. Recommend to the Board approval of all plans for the construction of buildings, the landscaping of school district property, the repair or alteration of existing property, and see that all the plans adopted are properly executed.

### **E. Student Relations:**

1. Be responsible for the educational growth and welfare of the students.
2. Hold the principal of each school responsible for the maintaining of all records, including individual student records, in a manner prescribed by law and the policies of the Board.
3. Meet with student representatives periodically to assess firsthand student concerns.
4. Coordinate with the student Board representatives.

## **Administrative Regulation 2123(c)**

5. Coordinate with school personnel a program of extracurricular and co-curricular program for students.

### **F. Community Service:**

1. Develop and maintain a public information program for the district.
2. Coordinate with parent support groups such as the PTA and Booster Clubs.
3. Maintain a positive relationship with the press.
4. Participate in community organizations and events in an effort to advance school-community relations.

### **G. Professional Status:**

1. Provide leadership for the educational profession.
2. Be active in district, area, state and national associations.

### **H. Related Services:**

1. Delegate management of the transportation program and insure that the program is meeting district needs.
2. Delegate operation of the district cafeteria department.
3. Insure that special projects are properly administered, reported and audited.
4. Review or delegate all intra and interdistrict attendance agreement requests.
5. Recommend school boundary line changes to the Board for approval when school size considerations suggest change.
6. Carry out other related duties.

#### *Legal Reference:*

##### EDUCATION CODE

*35020 Duties of employee set by governing board*

*35026 Employment of district superintendent by certain districts*

*35028 Qualifications for employment*

*35029 Waiver of certification requirement for chief administrative office of the district*

*35031 Term of employment (up to four years)*

*35032 Salary increases*

*35033 District superintendent for certain unified school districts (on formation of district)*

*35034 District superintendent of certain unified districts*

*35035 Additional powers and duties of superintendent*

*48900 Authority of superintendent to recommend suspension or expulsion*

Adopted: January, 1986  
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California

**WEST SONOMA COUNTY UHSD**  
Sebastopol,

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