DUTIES OF SCHOOL SUPERINTENDENT

The responsibilities of the Superintendent of Schools shall be:

a. To serve as executive head of the entire school system in charge of both educational and business functions

b. To administer the development and maintenance of a positive educational program designed to meet the needs of the community and to interpret and carry out policies of the board; to initiate matters of educational policy and to make definite recommendations thereon; to keep abreast of the best educational developments and advice regarding changes in policies.

c. To recommend the number and types of positions required to provide proper personnel for the operation of such a program.

d. To recommend policies on organization, finance, instruction, school planning, and other functions of the school program.

e. To recommend for appointment, to assign, and to define the duties of all personnel, subject to board approval.

f. To supervise the preparation of the annual budget, to apportion budgeted funds to accomplish policy requirements, and to recommend the budget to the board for approval.

g. To advise and recommend in matters of business administration; to pass upon all proper requests for equipment and supplies; to point out possible economies; and to supervise activities of the school system.

h. To keep the board continually informed on the progress and condition of the schools.

i. To conduct a continuous study of the development and needs of the schools, and to keep the public adequately informed concerning his findings.

j. To give direct leadership to the school district’s program of public information services.

k. To continue professional development through attendance at the School Executive Management Institute as required, other professional meetings, and participation in supplementary relevant learning experiences.
l. To develop a written school district long-range 5-year educational plan to carry out local and state objectives as specified by board policy and accreditation standards.

m. To establish standards for promotion, retention, and graduation of students that incorporate the results of State and local testing programs, these approved as shown by the minutes of the board, and evidence that these policies have been implemented in the schools of the district.

n. To supervise and evaluate the extent to which principals lead school instructional activity.

o. To establish uniform disciplinary policies for the school district, commensurate with age/grade levels and case/statutory law.

p. To coordinate performance-based school district instructional programs.

q. To take all steps necessary to secure the effective and efficient operation of the school district consistent with the provisions of the school laws and regulations of the State of Mississippi and applicable federal regulations.

r. To require instructional/administrative staff to be involved in staff development activities which are designated to increase competency among students, teachers and administrators.

s. To keep the board informed of the extent to which these tasks are accomplished.

t. To solicit ideas and opinions from certified and classified staff, business leaders, chamber of commerce and other advisory groups as needed to insure the successful and efficient operation of the district.

SOURCE: Jackson Public School District, Jackson, Mississippi


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