

DUTIES OF SCHOOL SUPERINTENDENT

The responsibilities of the Superintendent of Schools shall be:

- a. To ensure student achievement through high-quality educational programming and effective operations;
- b. To serve as executive head of the entire school system in charge of both educational and business functions;
- c. 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;
- d. To recommend the number and types of positions required to provide proper personnel for the operation of the school program;
- e. To recommend policies on organization, finance, instruction, school planning, and other functions of the school program;
- f. To recommend for appointment, to assign, and to define the duties of all personnel, subject to board approval;
- g. 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;
- h. To keep the board continually informed regarding all areas of district operations, including student achievement, finances, personnel, and facilities;
- 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 remain abreast of current educational and organizational best practices;
- 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 and evidence that these policies have been implemented in the schools of the district;
- n. To hold all district staff members accountable for high performance.
- o. To establish uniform disciplinary policies for the school district, commensurate with age/grade levels and case/statutory law;
- p. To have all other duties and powers enumerated in Section 37-9-14 of the Mississippi Code of 1972, and other applicable law.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF.: Miss. Code Ann. 37-9-14, Mississippi Commission on School Accreditation, Standards 1830, Bulletin 171, Tenth Edition, 1988; Mississippi Public School Accountability Standards

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