

Philomath School District 17J

Code: CBA
Adopted: 4/20/06
Revised/Readopted: 10/18/18
Orig. Code: CBA

Qualifications and Duties of the Superintendent

The superintendent shall serve as the executive officer of the district and is responsible to the Board for the overall and day-to-day operations of the schools and is granted the authority commensurate to this responsibility. The superintendent shall provide for the administration of the district in accordance with Board policies, rules of the Oregon Department of Education and requirements of state and federal law.

The Board requires the superintendent be a strong educational leader who has the following professional experience and training:

1. A current Oregon administrative license with an authorization for all levels, a superintendent's endorsement or a transitional superintendent license;
2. A master's or doctorate degree in the field of education, preferably in educational administration;
3. Successful teaching experience at the elementary or secondary school level;
4. Service as a superintendent or administrative experience in the central administration of a school system.

In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets transitional administrator or exceptional administrator licensure requirements. The Board may, jointly with the individual, submit an application for such license for Teacher Standards and Practices Commission approval pursuant to Oregon Administrative Rule (OAR) 584-080-0151 and 584-080-0161.

The superintendent has the authority to formulate and delegate duties and responsibilities to other district personnel. The delegation of such duties and responsibilities, however, will not relieve the superintendent of responsibility for the action taken under such delegation.

Other duties of the superintendent shall be to:

1. Serve as the educational leader of the district, and formulate plans for the improvement of the district instruction.
2. Serve as clerk of the district.
3. Recommend to the Board the appointment, renewal, contract extension, contract non-renewal, contract non-extension or dismissal of licensed district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable.

4. Appoint, promote, demote or discharge classified and nonrepresented employees as provided by state law, Board policy, collective bargaining agreements and meet and confer agreements, as applicable;
5. Assign or transfer all district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable.
6. Evaluate the performance of all district administrative personnel in accordance with state law and Board policy and make recommendations for those positions to the Board before March 15 of each year.
7. Evaluate the performance of license and classified personnel in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable.
8. Attend all Board meetings and serve as technical advisor to the school Board.
9. Work with the committees appointed by the Board to study special problems of the schools.
10. Submit financial and other reports to the Board to keep it informed of the current status of the district's fiscal and other affairs.
11. Supervise the accounting, budgeting, and record-keeping of the district
12. Maintain a continuous inventory of all property, furniture, materials, and supplies of the school district.
13. Recommend plans for repairs, plan for any additional facilities needed by the district and work with architects and or contractors as selected by the Board.
14. Prepare specifications and issue bid calls when authorized.
15. Supervise and provide for the publicity and public relations of the district and the schools.
16. Provide information and evidence regarding the evaluation of the education program of the district to the members of the Board.
17. Facilitate the creation of annual and long-range goals for the district
18. Interact positively with the students and employees of the district.
19. Be an educational leader in the community and serve in various capacities to stimulate and inspire the improvement of educational opportunities for the students of the area.
20. Attend at the expense of the district such local, state, and national meetings, conferences, and workshops as may be deemed beneficial to the interest of the schools. Attendance at these meetings shall be in accordance with the approved budget.
21. Perform other duties as may be approved by the Board, and as may be necessary for the efficient and effective operation of the district's schools.

22. The superintendent is authorized to accept written resignations from employees. Acceptance of said written resignations by the superintendent shall be legally binding.
23. Schedule meeting places, meet with the Board chair to prepare an agenda, and have minutes recorded for all Board and other school meetings authorized by the Board.
24. Annually review adopted Board policies and make recommendations for needed changes.
25. Advise, inform and make recommendations to the Board on matters of policy and other required action(s) and inform the Board on all phases of district operation.
26. Assess trends and changing procedures in salary negotiations and assist the Board in collective bargaining and salary consultation with district employee groups.
27. Take appropriate action in cases of matters not specifically covered by Board Policy.
28. Visit all district schools on a regular basis and institute and carry out such regulations as may be necessary to attain their efficient operation.
29. Maintain complete and up-to-date position descriptions with job descriptions within each classification for all classes of personnel.
30. Make rules and reasonable regulations to govern routine matters and see that such rules and regulations are communicated to employees concerned.
31. Assume responsibility for the development, maintenance and operation of a constructive program of professional development, training and education for all school system employees.

END OF POLICY

Legal Reference(s):

[ORS 332.075](#)
[ORS 342.143](#)
[ORS 342.173](#)
[ORS 342.175](#)
[ORS 342.850](#)

[OAR 581-023-0006 to -0041](#)
[OAR 581-023-0104](#)
[OAR 581-023-0112](#)
[OAR 581-023-0220 to -0240](#)
[OAR 584-020-0000 to -0045](#)

[OAR 584-036-0035\(1\)](#)
[OAR 584-046-0003 to -0024](#)
[OAR 584-080-0151](#)
[OAR 584-080-0152](#)
[OAR 584-080-0161](#)

Cross Reference(s):

CBG - Evaluation of the Superintendent