

# GOV9 - Superintendent: Qualifications and Duties

---

## G - Government

---

### BOARD - SUPERINTENDENT RELATIONSHIP

The establishment of policies is the responsibility of the Board, and the execution of those policies is the function of the Superintendent.

The Superintendent, as the chief executive officer of the School District, is responsible for providing the professional leadership and expertise necessary to translate Board policies into administrative action.

The Superintendent oversees the administration of the District and may delegate the necessary authority to other employees, as well as develop procedures and regulations to ensure the efficient operation of the District.

### LEGAL

A.R.S. 15-503

### QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT

The Superintendent shall meet qualifications as determined by the Governing Board through public action.

The Superintendent supervises all District activities and personnel, either directly or through delegation, in accordance with Arizona laws, Arizona State Board of Education regulations, and the Governing Board's policies.

As the District's chief executive officer, the Superintendent is responsible for executing Board policies and providing leadership throughout the school system. Additionally, the Superintendent serves as the Board's professional consultant, recommending policy changes and improvements to the educational program.

The Superintendent's key duties include leadership in educational, administrative, financial, and personnel areas, ensuring that all District functions align with the Board's policies and the law.

#### Education:

- Administers and evaluates the educational program, including special education.
- Supervises teaching methods, administration, and other instructional programs.
- Keeps current with educational trends and practices, regularly informing the public about the District's educational programs.

#### Management:

- Ensures District compliance with state laws, Board of Education regulations, and Board policies.
- Oversees financial planning, budget preparation, and expenditures, subject to Board approval.
- Maintains adequate records for financials, property, personnel, and student information.
- Administers property maintenance, safety, transportation, and school building planning.
- Oversees the submission of required reports and interprets financial information to the community.
- Remains up to date on legislative changes affecting the District.

#### Governing Board:

- Attends and participates in all Board meetings.
- Implements Board directives promptly and advises the Board on policy needs and legal changes.
- Informs the Board of school programs, practices, and problems, providing timely recommendations for informed decision-making.
- Serves as the District's public relations representative.

**Personnel:**

- Recommends the hiring or dismissal of employees.
- Ensures employee evaluations are conducted as per Board guidelines.
- Oversees personnel assignments, promotions, demotions, and salary adjustments.
- Communicates Board personnel actions to staff and relays staff communications to the Board.

The Superintendent must possess a valid fingerprint card, per A.R.S. 41-1758.03.

**LEGAL**

A.R.S.

15-503

15-802

38-201

41-1758

**DELEGATED AUTHORITY**

The Governing Board delegates to the Superintendent the authority to perform the following actions:

- Provide notice to teachers, in accordance with A.R.S. 15-536, regarding the Board's intent not to offer a teaching contract.
- Issue notice to teachers, pursuant to A.R.S. 15-538.01, regarding the Board's intent not to offer a teaching contract or to dismiss the teacher.
- Notify administrators or certificated school psychologists, under A.R.S. 15-503, of the Board's intention not to offer a new contract.
- Deliver written preliminary notices of inadequacy of classroom performance to teachers, as per A.R.S. 15-536, 15-538, and 15-539, and report such actions to the Governing Board within five (5) school days.

**LEGAL**

A.R.S.

15-503

15-536

15-538

15-538.01

15-539

**LINE AND STAFF RELATIONS**

Unless otherwise limited by statute or Board action, the powers and duties assigned to the Superintendent may be delegated to other personnel under the Superintendent's supervision. However, the Superintendent remains responsible to the Board for ensuring the proper execution of all delegated powers and duties.

The Superintendent shall clearly define lines of authority through organization charts, job descriptions, administrative regulations, and directives to ensure effective management and accountability.

**SCHOOL - COMMUNITY - HOME RELATIONS GOALS / PRIORITY OBJECTIVES**

The Superintendent shall serve as a liaison between the District and the community, interpreting the educational program, inviting discussions, and welcoming suggestions on key educational issues. The Superintendent must represent the entire community impartially rather than any specific group or interest.

The District will pursue the following school-community relations goals:

- A. To foster public understanding of all aspects of District operations.
- B. To gauge community sentiment and understand its expectations for the District's goals.
- C. To promote public awareness of the need for adequate financial support for quality education.
- D. To encourage citizens to take greater responsibility for the educational quality provided by the District.
- E. To build trust, respect, and confidence in the District's staff and services.
- F. To communicate the necessity for improvement and the actions needed for essential change.
- G. To involve community members in addressing the District's educational challenges.
- H. To seek the assistance, collaboration, and understanding of local officials and committees in developing educational programs and facilities.
- I. To encourage cooperative leadership between the District and the community in enhancing the quality of life through educational improvement.