

Article 2  
Administration  
BP 2110

Superintendent Responsibilities And Duties

01 Confusion and misunderstanding between Board members, the  
02 Superintendent, staff and community most often result from a lack of clearly set  
03 forth policies regarding the role and function of the Board and Superintendent.  
04

05 The following are selected duties of the Board of Education:  
06

- 07 a. To elect a superintendent who shall be the Chief Executive and  
08 Secretary to the Board.  
09
- 10 b. To delegate operational responsibility to the education staff through the  
11 Superintendent.  
12
- 13 c. To employ all personnel upon the consideration of the recommendation  
14 of the Superintendent.  
15
- 16 d. To make continuous effort to become acquainted with matters pertaining  
17 to the education and to the duties and responsibilities of their office.  
18
- 19 e. To reserve judgment on all matters until hearing the recommendation of  
20 the superintendent and discussing the matter with other members of the  
21 Board in a duly authorized meeting.  
22
- 23 f. To function and operate as a committee of the whole on matters. There  
24 shall be no standing committees of the Board. All special problems  
25 shall be referred to the superintendent for investigation and report to the  
26 total Board.  
27
- 28 g. No member of the Board has any legal authority to deal with the  
29 superintendent on an individual basis.  
30
- 31 h. Each member of the Board is obligated to abide by and uphold the  
32 adopted policies of the Board whether that individual voted for the  
33 adoption or not.  
34
- 35 i. During Board meetings and out of meetings Board members will not  
36 make statements that would be interpreted as having Board approval  
37 when, in fact, they do not.  
38  
39

- ~~j. Board members are encouraged to visit schools and attend school functions but must not speak or act in an official capacity.~~
- ~~k. Only legal items will be discussed in closed sessions and all discussion will be confidential.~~
- ~~l. The Board will avoid surprises to the Superintendent at the Board Meetings.~~
- ~~m. Board members will respect the opinion of other Board members, the staff, and community members.~~
- ~~n. Board members will treat other Board members, the staff and community members with dignity and respect.~~
- ~~o. Questions about agenda items will be directed to the appropriate staff member prior to a Board meeting.~~
- ~~p. Any irritation with the Superintendent or a staff member will be discussed with the Superintendent as soon as possible.~~
- ~~q. Any request by Board members for reports of study will be referred to the Superintendent.~~
- ~~r. Board members will exchange ideas freely and clearly and avoid internal conflicts that block progress.~~
- ~~s. Board members understand and support the lines of authority and the assignment of all responsibility.~~
- ~~t. Board members will support the Superintendent and staff from unjust criticism.~~
- ~~u. The Board will receive and welcome constructive criticism.~~
- ~~v. The Board will receive and evaluate reports of the operation of the District.~~
- ~~w. The Board will require that all employees of the District follow all policies of the District.~~
- ~~x. The Board will consider all decisions in terms of what is best for the students.~~

87  
88 Superintendent of Schools  
89

90 ~~The Superintendent of Schools is the Chief Executive officer of the Board and~~  
91 ~~shall assume the responsibility, under the Board, to manage and direct all~~  
92 ~~affairs of the school District, including general control of all certificated and~~  
93 ~~classified employees of the District. In addition to specific powers and duties~~  
94 ~~which may be assigned to the Superintendent elsewhere in the laws, and the~~  
95 ~~regulations of the State Board of Education, the Superintendent shall have the~~  
96 ~~additional powers and duties stated in Education Code Section 3505.~~  
97

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99 ~~Board decisions concerning the internal operations of the school system are~~  
100 ~~delegated to the Superintendent.~~

101  
102 ~~The following are selected duties of the Superintendent.~~  
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- 104 ~~a. The District Superintendent shall serve as Secretary to the Board and it~~  
105 ~~the Executive Officer of the Board. The superintendent shall be charged~~  
106 ~~with the responsibility for implementing the policies of the Board.~~  
107  
108 ~~b. Act as an advisor to the Board and recommend a course of action on all~~  
109 ~~problems presented to the Superintendent and Board.~~  
110  
111 ~~c. Recommend for employment all certificated and classified employees.~~  
112  
113 ~~d. After discussion with the Board, make personnel assignments,~~  
114 ~~reassignments and transfers for the best interest of the educational~~  
115 ~~program.~~  
116  
117 ~~e. Serve as the Board's representative in cooperative undertakings with~~  
118 ~~other community agencies and be charges with the responsibility of~~  
119 ~~maintaining both within and outside the school system a program of~~  
120 ~~public information designed to improve public understanding.~~  
121  
122 ~~f. The Superintendent may delegate to other staff members any of the~~  
123 ~~powers and duties that the Board has entrusted to the office, but in~~  
124 ~~every instance that a power or duty is delegated the Superintendent~~  
125 ~~shall continue to be responsible to the Board for the execution of the~~  
126 ~~power or duty delegated.~~  
127  
128 ~~g. The Superintendent will keep the Board informed of all significant~~  
129 ~~administrative decisions.~~  
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131  
132 ~~h. The Superintendent will avoid surprises to the Board at Board meetings.~~  
133

- ~~i. The Superintendent will respect the opinion of the Board members, the staff and community members.~~
- ~~j. The Superintendent will treat each Board member, the staff and community members with dignity and respect.~~
- ~~k. The Superintendent will consider any matter reported by a Board member and report to the total Board.~~
- ~~l. The Superintendent will provide equal information to all Board members.~~
- ~~m. The Superintendent will give the Board full disclosure of all significant school problems.~~
- ~~n. The Superintendent will involve the Board in periodic careful planning.~~
- ~~o. The Superintendent will defend Board members and staff from unwarranted accusations.~~
- ~~p. The Superintendent will receive and welcome constructive criticism.~~
- ~~q. The Superintendent will be visible and accessible.~~

The Governing Board desires to establish a productive working relationship with the Superintendent and to ensure that the work of the Superintendent is focused on student learning and achievement and the attainment of the District's vision and goals. The Board also desires to provide a fair basis for holding the Superintendent accountable. The responsibilities of the Superintendent are detailed in law, in the Superintendent's contract, and throughout Board policies and administrative regulations.

(cf. [0000](#) - Vision)

(cf. [2000](#) - Concepts and Roles)

(cf. [2111](#) - Superintendent Governance Standards)

(cf. [2121](#) - Superintendent's Contract)

The Board shall clarify expectations and goals for the Superintendent at the beginning of every evaluation year.

(cf. [2140](#) - Evaluation of the Superintendent)

As the chief executive officer of the District, the Superintendent shall implement all Board decisions and manage the instructional and noninstructional operations of the schools. The Superintendent also serves as a member of the District's governance team and has responsibilities to support Board operations and decision making.

(cf. [2210](#) - Administrative Discretion Regarding Board Policy)

(cf. [9000](#) - Role of the Board)

(cf. [9122](#) - Secretary)

The Superintendent may delegate any of his/her responsibilities and duties to other District staff, but he/she remains accountable to the Board for all areas of operation under the Superintendent's authority.

(cf. [4301](#) - Administrative Staff Organization)

Legal References:

EDUCATION CODE

- ~~35020 Duties of employees set by the Board~~
- ~~35026 employment of District superintendent by certain Districts~~
- ~~35028 Qualifications for employment~~
- ~~35029 Waiver of certification requirement for chief administrative officer of the District~~
- ~~35034 Term of employment (up to four years)~~
- ~~35032; Salary increases~~
- ~~35035 Additional powers and duties of superintendent~~

Legal Reference:

EDUCATION CODE

[17604](#) Delegation of powers to agents

[17605](#) Delegation of authority to purchase supplies, equipment and services

[35020-35046](#) Powers and duties of superintendent

[48900](#) Authority of superintendent to recommend suspension or expulsion

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance

Superintendent Governance Standards, 2001

WEB SITES

CSBA: <http://www.csba.org>

American Association of School Administrators: <http://www.aasa.org>

Association of California School Administrators: <http://www.acsa.org>

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