

*Job Responsibilities for Superintendent of Schools*

The Board is responsible for determining the major job responsibilities for the Superintendent of the T/E School District. Identifying these responsibilities will guide the Superintendent and provide the basis for the Board to review and evaluate the annual performance of the Superintendent.

Major Job Responsibilities**1. Performs as Educational Leader of the Schools**

- 1.1 Oversees evaluation, planning and development of curriculum and instruction
- 1.2 Prepares long and short-term educational goals for the District, including student achievement
- 1.3 Moves the organization forward through improved performance and implementation of new appropriate endeavors
- 1.4 Develops and communicates vision and mission of the District to all school personnel
- 1.5 Oversees the activities and programs for staff development to enhance skills and knowledge

**2. Serves as the Chief Executive Officer of the School Board**

- 2.1 Interprets, executes and supports the intent of Board Policies
- 2.2 Keeps Board informed on issues, needs and operation of District  
2.3 Offers professional advice to the Board on items requiring Board action
  - conducts thorough analysis to support recommendation
  - goes immediately and directly to the Board when they feel an honest, objective difference of opinion exists between Superintendent and any Board member and makes an earnest effort to resolve difference
- 2.4 Supports Board Policies and actions to the entire school community
- 2.5 Accepts responsibility for maintaining liaison between Board and personnel
  - seeks and accepts constructive input and/or criticism

**3. Oversees Student Services and Students Performance**

- 3.1 Develops procedures and practices to administer student services
- 3.2 Monitors student record system
- 3.3 Implements programs to address student behavior and discipline
- 3.4 Implements programs to promote the health and safety of students
- 3.5 Monitors the student transportation system to ensure safety and reliability
- 3.6 Monitors Policy and applicable law

**4. Oversees Staff and Personnel Management**

- 4.1 Ensures administration of sound personnel procedures and practices
  - treats all employees fairly, without favoritism or discrimination while insisting on performance of duties
  - develops good staff morale and loyalty to the organization
- 4.2 Delegates authority to staff members appropriate to position each holds
- 4.3 Encourages participation of appropriate staff members and groups in the planning, procedures and Policy development and implementation
- 4.4 Develops and implements personnel evaluation system that identifies strengths and weaknesses of employees in the District
- 4.5 Actively participates in the development of salary schedules for personnel and recommends the salary levels that will best serve the interests of the District within budgetary limitations
- 4.6 Recruits and assigns the best available personnel in terms of their competencies and the District's needs.
- 4.7 Maintains good relations and communication with the leaders of the TEEA and TENIG, representing the interests and will of the Board

**5. Oversees Financial Management and Budget Development of the District**

- 5.1 Reports to the Board on a regular basis the financial condition of the School District
  - keeps informed on the needs of the program and supplies
- 5.2 Maintains adequate control and accounting of District finance practices
  - ensures that expenditures are within the limits approved by the School Board
  - determines that funds are spent wisely and within the budget constraints
- 5.3 Evaluates financial condition of the District and recommends funding options
- 5.4 Monitors compliance with Policies and law
- 5.5 In the event that due to the timing of payment, an invoice (or multiple invoices from the same vendor) is accounted for in a subsequent fiscal year to the receipt of the good or service, and the amount of the good or service exceeds \$200,000, the building principal, department head, or other staff member designated by the approver shall promptly inform the Superintendent. The Superintendent shall inform the Board, in writing, which may be electronic, within five business days of the said notification. (Cross Reference: Administrative Regulation No. 3350 "Receiving and Approving Payment for Goods and Services")

**6. Oversees Facilities Management of the District**

- 6.1 Prepares long and short-range plans for facilities maintenance and development
- 6.2 Ensures the maintenance of School District property and facilities
  - keeps informed of District facilities and equipment needs
- 6.3 Monitors construction and renovation projects of school facilities
- 6.4 Maintains and implements Policies for use of School District facilities
- 6.5 Recommends and implements Policies for safety and security at facilities

**7. Directs Community Relations Activities**

- 7.1 Involves the community in planning and problem solving
  - solicits and gives attention to the problems and opinions of all groups and individuals
  - develops cooperative relationships with the school community
- 7.2 Communicates the education programs and educational needs to the community
- 7.3 Gains respect and support of the community on the conduct of the District's operation.
- 7.4 Participates in community affairs
- 7.5 Maintains contact with the news media

Cross Reference: Administrative Regulation No. 3350 "Receiving and Approving Payment for Goods and Services"

Adopted: October 1976  
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