

# GENERAL SCHOOL ADMINISTRATION

File: CBA

## QUALIFICATIONS AND DUTIES FOR THE SUPERINTENDENT

### I. Qualifications

1. The candidate for superintendent shall meet the qualifications as set forth in State Board of Education Regulations Governing Licensure of School Personnel.
2. Preference shall be given to those applicants whose experience and education demonstrate a knowledge of both instruction and business administration.
3. Eligibility shall be limited to individuals whose records indicate they possess the following attributes:
  - a. Good character
  - b. Management talent
  - c. Leadership
  - d. Knowledge of school law
  - e. Understanding of academic, career technical and special education
  - f. Outstanding ability in career and technical and academic education
  - g. Awareness of current educational trends and strategies

The position of superintendent is a performance-based position with remuneration directly dependent on the achievement of the performance goals and standards established by the School Board and the School Board's evaluation of the superintendent.

### II. Major Duties

- A. Serves as chief executive officer of the School Board
  1. Attends School Board meetings
  2. Implements policies of the School Board.
  3. Develops, implements, and monitors the school system's comprehensive plan.
  4. Reports to the School Board about the status of programs, personnel and operations of the schools.
  5. Recommends actions to the School Board.
  6. Communicates as liaison between the School Board and school personnel.
  7. Assists the chairperson in developing and distributing notices and agenda of meetings of the School Board.

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- B. Acts as the educational leader of the schools
  - 1. Supervises the principals, assistant superintendents and directors.
  - 2. Oversees planning and evaluation of curriculum and instruction.
  - 3. Visits schools on a regular basis.
  - 4. Maintains a current knowledge of developments in curriculum and instruction.
  - 5. Develops for approval by the School Board procedures for adopting textbooks and other instruction materials.
  
- C. Enforces school laws and regulations
  - 1. Observes such directions and regulations as the Superintendent of Public Instruction or Board of Education may prescribe.
  - 2. Makes reports to the Superintendent of Public Instruction whenever required.
  - 3. Distributes promptly all reports, forms, laws and regulations which may be received from the Superintendent of Public Instruction.
  - 4. Enforces school laws, regulations and decisions of the Superintendent of Public Instruction and of the Board of Education.
  - 5. Prepares and maintains administrative procedures, guidelines and regulations to be used to implement School Board policy. If Board action is required by law or the Board has specifically asked that certain types of regulations be given prior Board approval, these regulations and guidelines shall be placed in the School Board manual. The administrative procedures, guidelines and regulations shall be discussed with the staff and made available for their information.
  
- D. Oversees staff personnel management
  - 1. Organizes recruitment of personnel.
  - 2. Reassigns personnel to schools and offices.
  - 3. Ensures administration of personnel policies and programs.
  - 4. Supervises evaluation of personnel.
  - 5. Provides for maintenance of up-to-date job descriptions for all personnel.
  
- E. Oversees facility management
  - 1. Prepares long and short-range plans for facilities and sites.
  - 2. Ensures the maintenance of school property and safety of personnel, students, and property.
  - 3. Inspects school property on a regular basis.
  - 4. Approves the utilization of school property.

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5. Monitors any construction, renovation and demolition of school facilities.
  6. Represents the schools before local or state agencies which control building requirements or provide financing for buildings.
  7. Closes public schools which appear to him/her to be unfit for occupancy..
- F. Oversees financial management
1. Prepares budget for School Board approval.
  2. Ensures that expenditures are within the limits approved by the School Board.
  3. Reports to the School Board on financial condition of the schools.
  4. Establishes procedures for procurement of equipment and supplies.
  5. Ensures that an accurate record of all receipts and disbursements of school funds is kept.
- G. Directs community relations activities
1. Articulates educational programs and needs to the community.
  2. Responds to concerns expressed in the community.
  3. Maintains contact with the news media.
  4. Participates in community affairs.
  5. Involves the community in planning and problem solving for the schools.
- H. Oversees pupil personnel services
1. Monitors pupil personnel services.
  2. Ensures adequate pupil record system.
  3. Implements policies and programs relating to behavior and discipline of pupils.
  4. Maintains programs for health and safety of pupils.
  5. Communicates as liaison between schools and community social agencies.

Adopted: April 3, 1998

Revised: December 11, 2003

Revised: December 20, 2007

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Revised: June 30, 2015

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Legal Reference: Constitution of Virginia, Article VIII, Section 5c; Code of Virginia, 1950, as amended, sections 22.1-58, 22.1-59, 22.1-68, 22.1-69 22.1-136; 22.1-253.13:7

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8 VAC 20-22-50  
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