

POLICY

BAYONNE BOARD OF EDUCATION

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SUPERINTENDENT'S DUTIES

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1230 SUPERINTENDENT'S DUTIES

Job Goals

The primary responsibility of the Superintendent of Schools shall be the development and effective operation of such curricula, special courses, and activities as will provide a thorough and efficient system of instruction and care for all who attend the public schools within this district. The Superintendent shall ascertain that the program is maintained abreast of community, state, and national needs in light of scientific developments in education to the end that the children of Bayonne may receive the finest possible education.

Supervision

The Superintendent shall direct the central administration and through it exercise general control and oversight over the school system in all its parts. He or she may delegate to other employees of the Board the exercise of any powers and the discharge of any duties imposed upon him or her by these policies or the vote of the Board. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action taken under such delegation.

Relationship to the Board of Education

The Superintendent shall

1. Have power to make such rules and to give such instructions as may be necessary to give effect to all regulatory instruments authorized by the Board; and in all matters within school law and not provided for in Board policy, the Superintendent shall have discretionary power.
2. In case of extreme danger or disaster affecting (or that may affect) school personnel or properties, set aside any or all of these policies or regulations if necessary in his or her



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judgment to meet the situation; such action must be temporary only and report of the action with reasons therefor and facts pertaining thereto shall be made to the Board immediately.

3. Attend all meetings of the Board and such meetings of Board committees as requested or directed by the Board, except when his or her own position, salary or tenure may be under consideration.

4. Have the power and be expected to participate in all aspects of the Board's legislative and evaluative services and in the work of Board committees except voting and signing documents thereof.

5. Be responsible for planning and formulating policies, procedures, programs and decisions needed in the conduct of the schools, and for bringing such proposals before the Board for its consideration and action; present a full explanation of the problems and needs involved, and make recommendations to the Board concerning such proposals, policies and programs.

6. Bring before the Board, as may be desirable, at each regular meeting and at special meetings, school progress reports as follows:

a. The results from newly adopted policies, acts, and decisions of the Board;

b. The condition and needs of the district and of the various units and divisions of the school service;

c. Information or recommendations bearing upon current Board business; and

d. Any special matters affecting the rights or liabilities of the district or the welfare of the schools.

7. Keep the Board informed of all developments affecting the control and direction of the internal affairs of the school system over which he or she has been granted general



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administrative authority, including especially all regulations or instructions affecting staff personnel management, safety of pupils and employees, and which may involve relations of the schools to other branches of the local government.

8. Be the medium through which individual staff members or groups of employees communicate with the Board on school business and vice versa; this shall not prohibit the right of appeal to the Board by any employee or other person or groups of persons permitted by Board policy or contract or by law.

9. As a basis for his or her administration and reporting, have maintained a competent system of financial accounts, an adequate system of business and property records, a complete system of personnel records, and records of school population and scholastic achievement; be responsible for seeing that these records are permanently stored in a safe and reasonably fireproof storage and made easily available.

10. Present to the Board annually for consideration and publication, a comprehensive report on all phases of the school system with respect to its accomplishments and its needs.

11. Direct the development of the school budget and submit it to the Board on or before the first meeting in January; when same shall have been adopted by the Board, be responsible for seeing what its administration is in conformity with the requirements of law and of official policies, schedules, regulations, accounting forms, and any business, financial or administrative control established by the Board.

12. Maintain in all departments, divisions, and schools a continuous study of the problems of the schools as a basis for their management.

13. Be the custodian of all property, real or personal, owned or borrowed by the Board, and as custodian of such property neither lend, sell, exchange, or transmit or receive any property, real or personal, with the approval of the Board; except, that under the stated policy of the Board be responsible



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for granting permission for other than school use of the buildings, equipment, and property.

14. Investigate and report promptly to the Board any evidence that may come to his or her attention of any infringement of the legal rights of the district, or in which liability of the district might be involved.

15. Have authority and duty to establish and, as needed, to alter the boundaries for school attendance areas as the adjustments of school programs or the proper use of physical facilities may require; such changes shall be recommended and approved by the Board.

Relationship to School Personnel

The Superintendent shall

1. Recommend to the Board for appointment, assignment, transfer, suspension, promotion or dismissal, any or all employees of the Board except those in the office of the Board Secretary, as required by law; all applications or requests or positions in the school system shall be made or referred to the Superintendent, and he or she shall act as the recommending officer under the personnel procedure in this manual for all certificated and noncertificated personnel but the Superintendent's recommendations shall not be binding upon the Board.
2. Have the duty to develop and supervise the operation of a constructive program of in-service education for all employees of the school system; for this purpose he or she may nominate for appointment consultants or lecturers, develop and administer professional libraries, and recommend the granting of short temporary leaves for observation, conference, and study.
3. Coordinate and control the administration of individual schools and divisions of the school system by granting or withholding approval of policies, plans, and procedures as may be



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proposed by principals and administrative heads of divisions for the management of their respective units.

4. Maintain and use members of the staff to advise and assist him or her in the administration of the schools, both as individuals and through an administrative cabinet.

5. Report to the Board any case of an employee whose services are unsatisfactory to the degree that severe disciplinary action or dismissal is under consideration, and discuss with the Board at an executive session proposed appropriate action. Any suspension or dismissal of an employee who has any rights under tenure of office shall be in accordance with state law.

Relationship to the Public

The Superintendent shall represent the schools before the public and have the duty not only to promote public understanding of its schools, but to see that the schools understand the public. All to the end that a sound moral may be developed and maintained within the staff and the schools may be kept close to the people who use and support them.

Relationship to the State Department of Education

The Superintendent shall enforce all state law and regulations affecting attendance, health, control, certification of personnel, work certificates, audits, safety from accidents, fire hazards, accounts, and official records and reports.

Other

The Superintendent shall perform other duties as may be assigned by the Board.

N.J.S.A. 18A:17-17; 18A:17-18; 18A:17-20

Adopted: 28 July 1997



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