

Section: **BOARD OF DIRECTORS**

Procedure Title: **The Superintendent of Schools**

The specific responsibilities of the Superintendent shall be:

1. To formulate (as needed) rules and regulations governing the operation of the schools according to the policies established by the Board of Directors and the requirements of the laws of the State of Washington.
2. To be the responsible executive head of the school system in charge of educational and business administration.
3. To develop, with the assistance of his/her staff of administrators and teachers, and within the limitations of the finances and personnel available, the best educational program possible for the Kelso School District. He/she shall be expected to keep abreast of educational developments and advise the Board regarding possible improvements in policies and practices. He/she shall keep himself/herself informed of progress in the schools of the District.
4. To oversee the recommendations by the Human Resources department of the number and types of positions required to provide the personnel needed for the operation of the schools' program.
5. To insure the nomination for appointment and the assignment of all personnel, subject to the approval of the Board.
6. To insure the preparation and the presentation of the annual budget and to recommend it to the Board of Directors for approval.
7. To advise and recommend in matters of business administration, and to supervise the purchasing, accounting and other non-educational activities of the school system.
8. To insure the safety and welfare of students in the development and operation of the transportation system. To insure that the transportation system is operated in accordance with State laws and within the financial abilities of the District.
9. To keep the Board of Directors informed as to the effectiveness of Board policies, conditions of the school system and the school needs.

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10. To represent the schools before the public and to maintain a program of publicity and public contacts which will improve the public's understanding of the activities, needs and achievements of the schools.
11. To insure the investigation of cases of gross misconduct of students reported by principals, and, for sufficient cause, suspend students. and, when necessary, refer such matters to the Board.
12. To insure the investigation of complaints against teachers and other district employees, and, when necessary, refer such matters to the Board.
13. To insure the Board is kept informed on the conditions of buildings and equipment and make recommendations regarding maintenance and improvement of the school plant.
14. To decide matters of detail which may arise concerning where no specific provision is made in the policies and regulations adopted by the Board, especially when these require immediate attention. All important decisions of the Superintendent shall be reported to the Board at the first meeting following such decisions.
15. To attend all meetings of the Board except while on vacation or leave of absence and to give the Board his/her loyal support. He/she shall be free to express his/her views even though they are contrary to those of the Board, but once a policy has been adopted by the Board, he/she shall give it his/her support as if it were his/her own.
16. To strive to build a high morale among teachers, employees and students. He/she shall strive to gain and maintain the good will of parents and citizens by keeping them informed of the aims and accomplishments of the schools and the students they serve.

Adopted: January 23, 2006  
Revised: August, 2008