

Diane Gorrow

From: "Harry Brackett" <lelan4444@aol.com>
To: "Gorrow Diane" <gorrow@soulefirm.com>
Sent: Saturday, August 20, 2011 10:09 PM
Subject: Fwd: Role of Superintendent (to follow policy) per state statute

-----Original Message-----

From: hfb4444 <hfb4444@comcast.net>
To: lelan4444 <lelan4444@aol.com>
Sent: Fri, Aug 19, 2011 3:42 pm
Subject: Fwd: Role of Superintendent (to follow policy) per state statute

From: "Megan Turnbull" <mmshea@chicagogsb.edu>
To: "Henry Brackett" <hfb4444@comcast.net>
Sent: Thursday, May 12, 2011 3:43:25 PM
Subject: Role of Superintendent (to follow policy) per state statute

PART Ed 302 DUTIES OF SCHOOL SUPERINTENDENT.

Ed 302.01 Executive Officer.

(a) The superintendent shall:

(1) Serve as the executive officer of the local school district or districts within the school administrative unit (SAU).

(2) Be responsible for the overall administrative and leadership services of the SAU; an.

(3) Perform the duties specified in the section.

(b) The superintendent shall be responsible for planning and managing the administrative and leadership services of the local school district or districts within the school administrative unit subject to statutory requirements, these rules, and the policies of the local district.

(c) The administrative and leadership services shall be defined and directed by the governing body employing the superintendent.

(d) Such local district services shall include but not be limited to the following areas.

- (1) Personnel.
- (2) Finance.
- (3) Communication/community relations.
- (4) Student service.
- (5) Maintenance/capital improvement.
- (6) Curriculum.
- (7) Instruction.
- (8) Assessment.
- (9) Short and long range planning.
- (10) Governance for student achievement.
- (11) Policy research.
- (12) Implementation, and review; an.
- (13) Overall leadership on educational issues.

(e) The superintendent shall develop and maintain a system of public schools, staffed by certified educators, qualified professionals, and persons providing support services, subject to statutory requirements, these rules, and the policies of the local districts (s).

(f) The superintendent shall provide, develop and implement procedures to achieve educational objectives within the local school district or districts with the school administrative unit.

(g) The superintendent shall be directly responsible to the local school district or districts within the school administrative unit board.

(h) The superintendent may nominate for school administrative unit board appointment one or more assistants, including assistant superintendents, and business administrators. The superintendent may assign duties for the efficient management of the school administrative unit.

Ed 302.02 Substantive Duties . The superintendent shall in addition to those duties outlined in Ed 302.01.

- (a) Nominate all certified staff and appoint other employees in accordance with state law, the rules of the state board and school board policies.
- (b) Direct and supervise the work of all employees of the district or districts within the school administrative unit and shall have all powers necessary to make such direction effective, as outlined in RSA 194-C:4. While the superintendent has ultimate responsibility, he/she may delegate powers and duties to other personnel.
- (c) Be responsible for the selection and purchase of textbooks and all other supplemental materials and supplies in accordance with the policies of the school board and the state board and see that the same are distributed to the school, accurately accounted for and economically used.
- (d) Be responsible for developing and recommending to the school board or boards within the school administrative unit the annual budget for the support of the educational program and for the operation and maintenance of schools within the district or districts and the school administrative unit in accordance with school board policy.
- (e) Be responsible for developing and maintaining an accounting system and financial reporting procedures for all funds in accordance with local school board policy, and local and state laws.
- (f) Be responsible for the development of an educational plan including curriculum, instruction, and assessment programs for the district or districts and for recommending a program of studies suitable to the needs of the pupils and the community in accordance with local school board policies, state statutes and state board rules.
- (g) Remove a teacher or other employee of the district in accordance with RSA 189:31.

(h) Recommend the dismissal of certified staff to the board, which has the authority to dismiss in accordance with RSA 189:13.

(i) Provide for temporary staff to fill vacancies and provide supplies immediately needed for the operation of the schools.

(j) Be responsible for maintaining records and filing reports as required by the state board of education and the local school boards.

(k) Admit pupils to the resident school district in accordance with the laws of the state and the rules of the state board and policies of the local board.

(l) Direct pupils to assigned classes and grades, consistent with local school board policies.

(m) Maintain a safe environment for pupils free of hazardous conditions.

(n) Be responsible for the evaluation of personnel and programs in accordance with local school board policies.

(o) Be responsible for implementation of state board rules, which apply in the area of the superintendents jurisdiction.

(p) Be responsible for developing and recommending to the school board or boards within the school administrative unit an annual maintenance program and long-term capital improvement plan.

(q) Be responsible for the implementation and recommendation to the school boards or boards within the school administrative unit a community relations and communications program; an.

(r) Be responsible for the implementation and review of school district policies.

PART Ed 303 DUTIES OF SCHOOL BOARD.

Ed 303.01 Substantive Duties . Each school board shall.

(a) Adopt policies necessary and desirable to control and effectuate the recruitment, employment, evaluation and dismissal of teachers and other employees and may delegate authority to the superintendent of schools to carry out the provisions of such policies provided that no teacher shall be employed who is not certified or who has not been nominated by the superintendent of schools and elected by the school board.

(b) Adopt policies necessary and desirable to control and effectuate the purchase of equipment, supplies, or services and may delegate to the superintendent of schools the authority to make financial commitments in accordance with such policy.

(c) Provide, through documented planning and public meetings and quorum votes, accommodation for all pupils in approved schools or other facilities in accordance with state law.

(d) Provide required transportation of students consistent with these rules and provide that all school buildings and other learning environments be maintained in a manner consistent with standards of health and safety as required by these rules.

(e) Prepare an annual budget in accordance with RSA 32 and comply with all federal and state laws and rules.

(f) Hold meetings for the transaction of business at least once in 2 months and require the attendance of the superintendent or designee. The board shall cause a written record to be kept of each meeting in accordance with RSA 91-A.

(g) In consultation with the superintendent and in accordance with statutes and rules of the state board of education, determine the educational goals of the district, develop long-range plans and identify measurable and attainable short-term objectives. The school board shall require the implementation of educational programs designed to reflect the goals and objectives and, further, the school board shall review such programs and make public the results of such investigation.

(h) Exercise all powers and perform all duties vested in and imposed upon the school board by law or rules of the state board.

(i) Adopt a rule to ensure that there shall be no unlawful discrimination on the basis of sex, race, age, creed, color, marital status, national origin, or disability in educational programs or activities consistent with local standards which may be stricter in specific areas than the broader statewide standards.

(j) Establish a policy on sexual harassment, written in age appropriate language and published and available in written form to all those who must comply, which includes, at a minimum, the elements specified below.

- (1) A statement that sexual harassment is against the law and against school district policy;
- (2) A definition of sexual harassment with examples of actions that might constitute sexual harassment;
- (3) The names and roles of all persons involved in implementing the procedures;
- (4) A description of the process so all parties know what to expect, including time frames and deadlines for investigation and resolution of complaints;
- (5) A prohibition against retaliation toward anyone involved in a complaint;
- (6) A description of possible penalties including termination;
- (7) A requirement that a written factual report be produced regardless of the outcome of the investigation;

- (8) At least one level of appeal of the investigators recommendation;
- (9) A clear statement that someone can bypass the internal process and proceed directly to the New Hampshire commission on human rights, with address and telephone number, or office of civil rights, with address and telephone number; and

(k) Annually evaluate the superintendent based on written criteria established by the school board (s)/SAU board.

PART Ed 304 DUTIES OF SCHOOL PRINCIPALS.

Ed 304.01 Substantive Duties ; School Principals and Associate Principals.

(a) The school principal shall promote the success of all students consistent with a vision for learning that is shared and supported by the community, school board, and superintendent of schools by.

(1) Facilitating the development, articulation, implementation, and stewardship of best practices for pupils in elementary and secondary education.

(2) Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.

(3) Ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.

(4) Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources ; an.

(5) Having the knowledge and skills to promote the success of all students by understanding the larger political, social, economic, legal, and cultural contexts.

(b) The school principal shall evaluate and make recommendations to the superintendent concerning candidates for professional and nonprofessional positions within the school administrative unit in accordance with local school board policy, or as directed by the superintendent.

(c) The school principal shall assign, direct, and be responsible for the evaluation of all personnel employed in the school in accordance with local school board policy, administrative rules, and as directed by the superintendent.

(d) The school principal shall perform any duty assigned by the superintendent in accordance with local school board policy, state statutes, and rules of the state board of education.

(e) The school associate principal shall be responsible for assisting and supporting the school principal in promoting the success of all students as stated in the above duties.