

CENTRAL REGIONAL HIGH SCHOOL
Bayville, New Jersey

Policy File - 2110

Policy Statement:

Chief Administrative Officer
Superintendent

The Superintendent shall be the chief executive officer of the school system and shall have, under the direction of the Board of Education, general supervision of all of the public schools and of all the personnel and various personnel departments of the school system. The Superintendent shall be responsible for the management of the schools under the Board's policies and is accountable to the Board of Education.

It is the policy of the Central Regional High School Board of Education that the Superintendent shall be responsible to provide the professional leadership and skill to translate the will of the Board of Education into administrative action and he is delegated by the Board the authority to carry out that responsibility.

It is the responsibility of the Superintendent to encourage a communicative structure which provides a broad base of staff involvement in administrative decisions. When a matter of policy is involved, the Board expects the Superintendent to offer advice and counsel as to how the matter under discussion would affect the schools in the system. The policies and plans adopted by the Board of Education must be put into effect by the Superintendent through appropriate administrative procedure, and he may delegate to other school personnel the exercise of any powers necessary to carry out said policies and plans. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action taken under such delegation.

POLICY ADOPTED August 21, 1975

August 21, 1975

CENTRAL REGIONAL HIGH SCHOOL
Bayville, New Jersey

Policy File - 2112

Policy Statement:

Chief Administrative Officer

Title: Superintendent of Schools

Functions:

The Superintendent of Schools provides the initiative, the driving force, and the technical guidance for the improvement of the total program of the school system. The delegation of responsibility and authority for the operation of the various functions of the school system is one of his duties. He is, however, directly and irrevocably responsible to the Board of Education of this district for all functions of the school, including

- a. evaluation of all personnel
- b. planning
- c. reporting
- d. personnel
- e. coordination
- f. recommending Board Policy

and shall be specifically responsible for, and among other things:

1. Evaluating the effectiveness of all phases of the school program, including curriculum, instruction, books, materials, equipment, supervision, administration, personnel procedures, auxiliary services, efforts to promote public understanding, and other aspects of the total program.
2. Planning for both current situations and for long range development of program improvements in each of the areas listed above, working closely with other personnel in the various divisions of the school organization and with the Board of Education.
3. Reporting on the results of his evaluation efforts and his recommendation for the plans of improvements, to the Board of Education.
4. Serving as the representative of the Board in handling public complaints, criticism or inquiry of any phase of the school system, and report to the Board any such complaint, criticism or inquiry which may be considered to be of a "major" nature.

5. Making recommendation to the Board, in consultation with other appropriate personnel, concerning the employment, promotion or separation of all personnel.
 6. Full responsibility, subject to Board approval, for the initial selection of all personnel, the definition of job responsibilities, and the placement of all personnel.
 7. Providing for the inservice professional growth of all personnel.
 8. Developing procedures for approval of travel requests for all administrators, including request from the Superintendent and the subsequent and appropriate reporting thereon. Such reports shall be delivered to the attention of the Board.
 9. Coordinating the efforts of all personnel in working toward the achievement of established goals.
 10. Developing an orderly system for securing suggestions from all personnel, bringing any unresolved problems to regular or special meeting of the Board.
 11. Anticipating problems, where possible, and recommending appropriate policies to the Board before problems actually arise.
 12. Reviewing policies with the Board continuously, making recommendations for addition, deletions or revisions as may be necessary.
 13. Establishing, subject to Board approval, rules and regulations for the implementation of Board Policies.
 14. Preparing and updating, regularly, and at least quarterly, a report of the progress of the educational goals and objectives, achievements, needs and plans for the future of this district and to make, simultaneously, recommendations for improvements of any deficiency of any program of curricula, objectives, achievements, needs and plans for the future.
 15. Promptly securing information, relative to any aspect of the operations of this district as requested by any member of the Board of Education, while said member is acting within the scope of his duties as authorized by the Board, and/or as a member of any duly appointed special or standing committee of the Board.
 16. Assisting in the planning and presentation of the Budgetary needs of the district for consideration and approval by the Board and in conformity with the legal requirements and directives of the Board.
 17. Performing all other duties as may be prescribed by the laws of the State of New Jersey and Policy Statements of the Board of Education and comply with the rules and regulations promulgated by the State Board of Education and the Department of Education.
- POLICY ADOPTED August 21, 1975