

**ADMINISTRATION**

**SUBJECT: Chief Administrative Officer**

The Board of Education delegates the day to day operation of the school district to the Superintendent. The Superintendent also acts as Secretary to the Board and represents the Board in employee relations.

As Chief Executive Officer, the Superintendent shall define operational tasks, develop job descriptions for personnel to accomplish these tasks, recommend suitable personnel for employment, supervise job performance, and direct the evaluation of employees.

As Secretary to the Board the Superintendent shall prepare agendas and recommendations for Board meetings, provide information on current problems and issues, project future needs, and maintain Board records.

As Board representative for employee relations the Superintendent shall arrange for appropriate legal advisory services, recommend and coordinate contract negotiation teams, provide for the administration of contracts, and direct other appropriate actions which maintain good personnel practices.

The Superintendent may delegate to subordinates any of his/her functions and powers which may legally be delegated provided that he/she shall retain responsibility for any functions and powers so delegated.