

## QUALIFICATIONS AND DUTIES FOR THE SUPERINTENDENT

### QUALIFICATIONS

The Superintendent meets or exceeds the requirements set by the Board of Education.

The Superintendent annually participates in high-quality professional development activities at the local, state, or national levels, on topics including the Standards of Quality, Board of Education regulations, and the Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Principals, and Superintendents.

### MAJOR DUTIES

A. As Chief Executive Officer of the School Board, the Superintendent:

1. Attends School Board meetings;
2. Implements policies of the School Board and ensures that they are posted on the Division's website;
3. Reports to the School Board about the status of programs, personnel, and operations of the school division;
4. Recommends actions to the School Board;
5. Facilitates communication between the School Board and school personnel; and
6. Assists the Chair in developing agendas of meetings of the School Board and develops regulations as directed by the School Board.

B. As the educational leader of the school division the Superintendent:

1. Supervises the principals and senior leaders;
2. Oversees planning and evaluation of curriculum and instruction;
3. Develops for approval by the School Board procedures for adopting textbooks and other instructional materials;
4. Visits schools on a regular basis; and
5. Maintains a current knowledge of developments in curriculum and instruction.

C. The Superintendent enforces school laws and regulations by:

1. Observing directions and regulations prescribed by the Superintendent of Public Instruction or the Virginia Board of Education ;
2. Reporting information to the Superintendent of Public Instruction as required;
3. Promptly distributing all reports, forms, laws, and regulations received from the Superintendent of Public Instruction;
4. Enforcing school laws, regulations, and decisions of the Superintendent of Public Instruction and of the Virginia Board of Education; and
5. Developing and maintaining procedures, guidelines, and regulations to implement School Board policy. If Board action is required by law or the Board has indicated that certain types of regulations require Board approval, these procedures,

regulations and guidelines are presented to the School Board. Once approved, they are placed in the School Board policy manual. The administrative procedures, guidelines, and regulations are communicated to staff members and made available for their information.

D. The Superintendent oversees staff personnel management by:

1. Organizing recruitment of personnel;
2. Conducting an annual review and evaluation of the staff organization of the school division;
3. Reassigning personnel in accordance with School Board policy;
4. Administering personnel policies and programs;
5. At least annually, or upon request of the School Board, surveying the school division to identify critical shortages of:
  - teachers and administrative personnel by subject matter; and
  - school bus drivers; andreporting such critical shortages to the School Board, the Superintendent of Public Instruction, and the Virginia Retirement System;
6. Supervising evaluation of personnel; and
7. Providing for maintenance of up-to-date job descriptions for all personnel.

The authority of the School Board is transmitted through the Superintendent along specific channels as shown in the Senior Leadership Team organizational chart. The Board approves the chart annually through the budget adoption process, and upon amendment by the Superintendent. Although departmental organizational charts do not require Board approval, the Superintendent will share any organizational changes with the Board for informational purposes.

E. The Superintendent oversees facilities management by:

1. Preparing long and short-range plans for facilities and sites;
2. Providing for the maintenance of school property and safety of personnel and property;
3. Inspecting, or providing for the inspection of, school property on a regular basis;
4. Overseeing the utilization of school property;
5. Monitoring any construction, renovation, and demolition of school facilities;
6. Representing the school division before local or state agencies that control building requirements or provide financing for buildings; and
7. Closing school buildings that appear to be unfit for occupancy.

F. The Superintendent oversees financial management by:

1. Preparing the Capital Improvement Program and Combined Funds budgets for School Board approval;
2. Ensuring that expenditures are within the limits approved by the School Board;
3. Reporting to the School Board on the financial condition of the school division;

4. Establishing procedures for the procurement of equipment and supplies; and
5. Ensuring that an accurate record of all receipts and disbursements of school funds is kept.

G. The Superintendent directs community relations activities by:

1. Articulating educational programs and needs to the community;
2. Responding to concerns expressed in the community;
3. Maintaining contact with the news media;
4. Participating in community affairs; and
5. Involving the community in planning and problem solving for the school division.

H. The Superintendent oversees student services by:

1. Monitoring student services;
2. Providing for an accurate student record system;
3. Implementing policies and programs relating to the behavior and discipline of students;
4. Maintaining programs for the health and safety of students; and
5. Facilitating communication between the school division and community agencies.

Adopted: October 24, 1996  
Amended: September 8, 2005  
Amended: October 15, 2015  
Amended: June 7, 2018  
Amended: October 25, 2018  
Amended: December 5, 2019  
Amended: February 4, 2021

Legal Refs.: Constitution of Virginia, article VIII, § 5.

Code of Virginia, 1950, as amended, §§ 22.1-58, 22.1-59, 22.1-68, 22.1-69, 22.1-70.3, 22.1-78, 22.1-79, 22.1-136; 22.1-253.13:5, 22.1-253.13:7.

8 VAC 20-23-50.  
8 VAC 20-23-630.  
8 VAC 20-390-10.  
8 VAC 20-390-40.  
8 VAC 20-390-50.  
8 VAC 20-390-60.  
8 VAC 20-390-70.  
8 VAC 20-390-80.  
8 VAC 20-390-90.  
8 VAC 20-390-100.  
8 VAC 20-390-110.

Cross Ref.: BBA School Board Powers and Duties