

Burlington School District Policy

C 1: QUALIFICATIONS & DUTIES OF THE SUPERINTENDENT

Former Policy CBA

The Superintendent of Schools is the chief executive officer of the Burlington School District and is directly responsible to the Board of School Commissioners for the execution of all of its policies. The Superintendent is responsible to the School Board for the planning, organization and management of the School District and shall recommend the personnel that the Board deems necessary to carry out the efficient and effective management of the system.

Qualifications -

1. The Superintendent should possess the general administrative and educational leadership qualities necessary for successful supervision of an established urban school district.
2. The Superintendent shall be licensed as a Superintendent of Schools under Vermont Education Licensing regulations, or be able to obtain a waiver of same.
3. The Board may establish additional requirements based on the needs of the District (see job description).

Responsibilities - the Superintendent will:

1. Attend or his/her designee will attend all regular and special meetings of the Board, except those in which his/her appointment, effectiveness, contract, and salary are under consideration. The Superintendent may attend the above meetings at pleasure of the Board.
2. Advise, assist and inform the Board on rules, procedures, and policies which seem desirable for the Board to adopt.
3. Issue such memoranda, bulletins, circulars, manuals, booklets or other publications as may be deemed necessary for the administration of the school division. All instructions, regulations and procedures shall be consistent with policies adopted by the Burlington Board of school Commissioners and shall be binding on all employees.
4. Meet periodically with professional staff, students, and lay groups concerning the school program and transmit to the Board suggestions gained from such meetings.
5. Organize and supervise the selection, assignment, transfer, evaluation and dismissal of all personnel and prepare compensation recommendations for Board review. The Board will consider the appointment of all professional (certified) staff positions, and the Director of Physical Plant, and Business Manager based upon the recommendation of the Superintendent.
6. Coordinate the formulation and interpretation of the District's educational philosophy, goals, policies and programs.
7. Conduct continuous evaluation of the schools' operations and furnish the Board and community with reliable information concerning achievements and requirements of the schools and students.
8. Direct the preparation of an annual budget, showing the receipts and disbursements necessary to cover the needs of the District for the ensuing fiscal year and submit this estimate to the Board for action.
9. Keep the public informed about modern educational practices, educational trends, and the practices and problems in the School District.
10. Exercise leadership in directing studies of sites and buildings, taking into consideration the population trends and the educational and cultural needs of the District to ensure

timely decisions by the Board and electorate regarding construction and renovation projects.

11. Represent the District in dealing with other school systems, social institutions, business firms, government agencies, and the general public.
12. Report regularly to the Board on the general conditions and operation of the schools and make such reports as are requested by the Board or required by the State Board of Education and/or State Law.
13. Be accountable for the faithful execution of all School District responsibilities as specified in contracts with employees, employee groups, and suppliers of goods and services, and advise the Board accordingly.
14. Foster and maintain the best possible image of the School Department through effective communications with the faculty and staff, members of the community, area service groups, news media, and public officials.
15. Insure that there are current job descriptions for administrators, teachers and other staff.
16. Be responsible for the administration of instruction and business affairs with the assistance of appropriate staff.

September 7, 1993	Policy reviewed
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