

SECTION 100 – DISTRICT ORGANIZATION AND ADMINISTRATION

SUPERINTENDENT OF SCHOOLS

POLICY 103

ARTICLE 1 CHIEF EXECUTIVE OFFICER – SUPERINTENDENT OF SCHOOLS

- A. The Board shall employ a Chief Executive Officer, the Superintendent of Schools, to administer the affairs and the programs of the District pursuant to a contract (C.R.S. 22-32-110 (1) (g)). The Superintendent shall have experience in teaching and school administration totaling at least six years or alternatives as the Board may find acceptable and shall hold a valid Superintendent's license issued by the State of Colorado.
- B. The Superintendent shall report to the Board of Education and be evaluated by the Board at least once each year.
- C. The Superintendent shall strive to inspire, lead, guide and direct every member of the administrative, instructional and support services team in setting and achieving the highest standards of excellence so that each individual student may be provided with a valuable and personally rewarding education. He/she shall establish and carryout improvement plans as necessary to bring about District and school improvement in keeping with priorities established by the Board.
- D. The Superintendent shall, directly or indirectly supervise every employee. He/she shall recommend the number and types of positions required to provide proper personnel for programs and services, secure and nominate for employment the best qualified applicants, establish processes for the supervision and evaluation of staff, report unsatisfactory employee performance to the Board and recommend appropriate actions.
- E. The Superintendent shall oversee instruction and curricula. He/she shall coordinate the total educational program and provide leadership in its development and improvement.
- F. The Superintendent shall administer the use of all District facilities and property.
- G. The Superintendent shall be responsible for fiscal management of the District including preparation of annual budgets and implementation of budgets adopted by the Board.
- H. The Superintendent shall assure District compliance with State and Federal laws, rules and regulations and Board of Education policies, and shall serve as the District's Officer or Representative as required by specific laws or Title programs.
- I. The Superintendent shall have authority to appoint citizen advisory committees and shall have supervisory control over all aspects of such committees. The Board shall be notified of the establishment of an advisory committee, its function and anticipated date of dissolution.
- J. The Superintendent shall represent the District in the community and in dealings with other school systems, institutions, agencies, organizations and the general public. He/she shall exercise leadership in the development and execution of school-community relations.

References:

C.R.S. 22-32-110 (1)(g) Chief Executive Officer
C.R.S. 22-44-115 (4) Administrative Contacts
C.R.S. 22-60.5-111 Licensure
C.R.S. 22-60.5-306 Administrator Licenses
C.R.S. 24-6-402 (3.5) Search Committee Duties
C.R.S. 24-18-104 Rules for All Public Officials
C.R.S. 24-18-108.5 Rules of Conduct for Boards and Commissioners
C.R.S. 24-72-204 (3)(a)(XI)(A) Inspection of Public Records

Adopted: December 13, 2000; Revised 3/5/03

SECTION 100 – DISTRICT ORGANIZATION AND ADMINISTRATION

SUPERINTENDENT OF SCHOOLS

POLICY 103

- K. The Superintendent shall cause required data and records to be maintained including student, personnel and fiscal data as specified by the Colorado Department of Education year to year as necessary for District accountability and to provide a foundation for targeting areas of needed improvement.
- L. The Superintendent shall advise the Board on the need for new and/or revised policies and submit recommendations relative to all matters requiring Board action.
- M. When action must be taken and the Board has provided no guides in policy for such action, the Superintendent shall have the power to act. The Superintendent shall inform the Board promptly of such action and of the need for policy. Decisions reached in such cases shall be subject to review by the Board at its next regular meeting.
- N. The Superintendent may delegate powers and duties to other employees of the District, but such delegation does not relieve the Superintendent of final responsibility.

ARTICLE 2 SUPERINTENDENT – RECRUITMENT

- A. The appointment of a Superintendent is a function of the Board of Education. The Board shall conduct an active search to find the person it believes can most effectively translate into action policies of the Board and aspirations of community and staff.
- B. The Board may seek the advice and counsel of interested individuals or of an advisory committee, or it may employ a consultant to assist in the selection. However, the final selection shall rest with the Board.
- C. A vote of the majority of Board members present at a Board meeting for which due notice has been given of the intended action shall be required for the appointment of the Superintendent.
- D. When the Board conducts a search for a Superintendent, the writing or revising of the position description, requirements for applicants, selection procedures and applicable deadlines shall be adopted at a public meeting.
- E. Records submitted to the District by an applicant shall remain confidential until the applicant becomes a finalist for the position if so requested in writing by the applicant. If only three or fewer candidates possess the minimum qualifications for the position, said candidates are all considered finalists.
- F. A list of all finalists being considered for the position shall be made public at least 14 days prior to the first interview conducted for the position.
- G. When an applicant becomes a finalist, all records submitted by the applicant shall be available for public inspection except that letters of reference or medical, psychological and sociological data shall remain confidential.

References:

C.R.S. 22-32-110 (1)(g) Chief Executive Officer
C.R.S. 22-44-115 (4) Administrative Contacts
C.R.S. 22-60.5-111 Licensure
C.R.S. 22-60.5-306 Administrator Licenses
C.R.S. 24-6-402 (3.5) Search Committee Duties
C.R.S. 24-18-104 Rules for All Public Officials
C.R.S. 24-18-108.5 Rules of Conduct for Boards and Commissioners
C.R.S. 24-72-204 (3)(a)(XI)(A) Inspection of Public Records

Adopted: December 13, 2000; Revised 3/5/03

SECTION 100 – DISTRICT ORGANIZATION AND ADMINISTRATION

SUPERINTENDENT OF SCHOOLS

POLICY 103

ARTICLE 3 SUPERINTENDENT'S CONTRACT

- A. The Board shall secure a contractual agreement with the Superintendent that meets the requirements of State law and protects the rights of both the Board and the Superintendent.

ARTICLE 4 SUPERINTENDENT'S CONDUCT

- A. The Superintendent shall observe rules of conduct established in law which specify that a school employee shall not:

1. Disclose or use confidential information acquired in the course of her/his employment to further substantially personal financial interests.
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in her/his position or which she/he knows or should know is primarily for the purpose of rewarding her/him for action taken in which she/he exercised discretionary authority. Economic benefit tantamount to a gift of substantial value includes a loan at a rate of interest substantially lower than the prevailing commercial rate and compensation received for private services rendered at a rate substantially exceeding the fair market value.
3. Engage in a substantial financial transaction for her/his private business purposes with a person whom she/he supervises.
4. Perform any action in which she/he has discretionary authority which directly and substantially confers an economic benefit on a business or other undertaking in which she/he has a substantial financial interest or in which she/he is engaged as a counsel, consultant, representative or agent.

- B. The Superintendent may:

1. Receive a non-pecuniary gift or award ~~which~~that is insignificant in value or is publicly presented by a non-profit organization in recognition of public service or receive a benefit that is an indirect consequence of transacting school business.
2. ~~2. —~~Receive payment or reimbursement for actual and necessary expenditures for travel and sustenance for attendance at a convention or other meeting at which she/he is scheduled to participate.
3. Receive reimbursement for or acceptance of an opportunity to participate in a social function or meeting which is not extraordinary when viewed in light of her/his position.

References:

C.R.S. 22-32-110 (1)(g) Chief Executive Officer
C.R.S. 22-44-115 (4) Administrative Contacts
C.R.S. 22-60.5-111 Licensure
C.R.S. 22-60.5-306 Administrator Licenses
C.R.S. 24-6-402 (3.5) Search Committee Duties
C.R.S. 24-18-104 Rules for All Public Officials
C.R.S. 24-18-108.5 Rules of Conduct for Boards and Commissioners
C.R.S. 24-72-204 (3)(a)(XI)(A) Inspection of Public Records

Adopted: December 13, 2000; Revised 3/5/03

SECTION 100 – DISTRICT ORGANIZATION AND ADMINISTRATION

SUPERINTENDENT OF SCHOOLS

POLICY 103

4. Receive items of perishable or non-permanent value including, but not limited to, meals, lodging, travel expenses or tickets to sporting, recreational, educational or cultural events.
5. Receive payment for speeches, appearances or publications reported as honorariums.
6. Use school facilities and equipment to communicate or correspond with constituents, family members or business associates on an occasional basis.

References:

C.R.S. 22-32-110 (1)(g) Chief Executive Officer
C.R.S. 22-44-115 (4) Administrative Contacts
C.R.S. 22-60.5-111 Licensure
C.R.S. 22-60.5-306 Administrator Licenses
C.R.S. 24-6-402 (3.5) Search Committee Duties
C.R.S. 24-18-104 Rules for All Public Officials
C.R.S. 24-18-108.5 Rules of Conduct for Boards and Commissioners
C.R.S. 24-72-204 (3)(a)(XI)(A) Inspection of Public Records

Adopted: December 13, 2000; Revised 3/5/03