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## CLOVIS UNIFIED SCHOOL DISTRICT

### ADMINISTRATION

#### **SUPERINTENDENT RESPONSIBILITIES AND DUTIES**

**PURPOSE:** To specify the major responsibilities of the office of the Superintendent.

The Board desires to establish a productive working relationship with the Superintendent and to ensure that the work of the Superintendent is focused on student learning and achievement and the attainment of the District's vision and goals. The Board also desires to provide a basis for holding the Superintendent accountable. The responsibilities of the Superintendent are detailed in law, in the Superintendent's contract, and throughout board policies and administrative regulations.

The Board may, if it determines necessary, clarify expectations and goals for the Superintendent at the beginning of each academic year.

The Superintendent's responsibilities and duties include, but are not limited to, the following:

1. Serve as secretary to the Board and is the chief executive officer of the District. The Superintendent shall implement the policies and decisions of the Board, support Board decision making, and manage the District's instructional and noninstructional operations.
2. Recommend a course of action on all matters presented to the Board.
3. Recommend for employment all certificated and classified employees.
4. Make personnel assignments, re-assignments, and transfers for the best interests of the educational program.
5. Serve as the Board's representative in cooperative undertakings with community agencies and be charged with the responsibility of maintaining both within and outside the school system a program of public information designed to improve public understanding of the public school system.
6. Delegate to other staff members any of the powers and duties which the Board has entrusted to the Superintendent, but in every instance that a power or duty is delegated, the Superintendent shall continue to be responsible to the Board for the execution of the power or duty delegated.
7. Keep the Board informed of significant administrative decisions.
8. Respect the opinion of Board members, the staff, and community members.
9. Treat each Board member, the staff, and community members with dignity and respect.

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10. Consider any matter reported by a Board member and, if necessary, seek approval of the Board if the matter requires extensive staff time to research.
11. Provide information equally to all Board members.
12. Provide the Board full disclosure of significant school problems.
13. Involve the Board in periodic planning.
14. Receive and welcome constructive criticism.
15. Conduct special studies requested by the Board.
16. Secure legal opinions when needed.
17. As Secretary to the Board, along with the Board President, prepare the agenda and minutes of Board meetings, process Board correspondence, and maintain all Board records, contracts, securities, and other documents.
18. Arrange for the evaluation of each staff member and identify appropriate opportunities for continued professional development.
19. Together with staff, study the curricula and make recommendations to the Board regarding the courses of study, major changes in texts and time schedules, and new and/or innovative programs.
20. Apprise the Board of contemporary educational practices and related legislative issues.
21. Represent the Board on legislative matters at the local, state, and federal level.
22. Seek and identify sources of income and funding.
23. Annually prepare and submit to the Board the District budget.
24. Make recommendations to the Board regarding the maintenance, safety, improvement, and/or expansion of school facilities, sites, equipment, transportation services, food services, insurance, and other non-instructional programs.
25. Review complaints against the schools and resolve controversies between employees or between employees and students or parents/guardians.
26. Report expeditiously to the Board when an unusual incident arises in the District which may cause community concern or may be referred to the Board members by parents/guardians or community members of the District.

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27. Be visible and accessible at each site and within the community.
28. Work effectively and communicate with the Board, staff, and community.
29. Effectively use technology to increase efficiency and improve communication.

### Chain of Command and Organization of Staff

The Superintendent shall be responsible for all matters related to the District's operations.

The Board authorizes the Superintendent to organize the administrative and supervisory staff in a manner that best supports student achievement, the educational program, and efficient operations. The Superintendent or designee may adjust staff responsibilities temporarily or permanently as needed to accommodate the workload and/or individual responsibilities.

The Superintendent shall cause to be prepared and shall approve organizational charts reflecting the organization and operations of the District. Lines of responsibility shall in no way prevent staff members at all levels from collaborating, communicating, and cooperating to develop the best possible programs and provide efficient services.

Adopted: 09/24/1997

Reviewed: 10/20/2008

Amended: 11/15/2000, 02/11/2004, 08/08/2007, 09/23/2020 (BP 1106 renumbered as BP 2110, all contents of BP 1201 and BP 1202 moved to BP 2110)

### EDUCATION CODE

17604 Delegation of powers to agents

17605 Delegation of authority to purchase supplies, equipment and services

35020-35046 Powers and duties of superintendent

48900 Authority of superintendent to recommend suspension or expulsion

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