

ADMINISTRATION

Superintendent of Schools

The Superintendent of Schools is the chief executive officer of the Board of Education and shall serve as its professional advisor. In accordance with the policies of the Board of Education and the Statutes of the State of Connecticut, he/she shall provide professional leadership for public education in Coventry. He/she shall be responsible for all administration and supervision of the schools and all other activities under the control of the Board of Education.

At his/her discretion delegate to his/her subordinates any of the powers and duties except those specifically entrusted to him/her by the Board of Education for personal action. In every instance, he/she shall continue to be responsible to the Board of Education for the execution of the powers and duties delegated.

The Superintendent shall:

Have the authority to close any or all schools temporarily whenever conditions endanger the health and safety of the students.

Appoint a subordinate to act for him/her in his/her absence if he/she deems it necessary.

Broad Areas of Responsibility of the Superintendent

A. Policies

The Superintendent shall:

Establish rules and regulations to carry out all policies adopted by the Board of Education.

Recommend policies and plans for consideration and action by the Board of Education.

Execute and administer policies and plans adopted by the Board of Education and carry out such duties as are required by law and as directed by the Board of Education.

Take whatever action he/she deems necessary to implement Board policy. In situations not covered by Board of Education policy, the Superintendent of Schools is empowered to act at his/her own discretion.

B. Personnel

All individuals employed by the Board are responsible directly or indirectly to the Superintendent.

The Superintendent shall:

Recommend personnel policies for adoption and be responsible for assignment of all personnel.

Formulate and administer means of evaluating staff members and report findings to the Board. Duties and responsibilities may be delegated, but the Superintendent has final responsibility for actions of subordinates.

Recommend to the Board of Education the employment of all regular teaching and non-teaching staff members. He/she shall report to the Board of Education at each regular meeting changes in personnel – resignations, transfers, and dismissals. He/she shall be required to make a recommendation concerning the dismissal of any staff member. (All recommendations to hire and release a staff member should be made by the Superintendent after consultation with the appropriate school principal or other administrative officer responsible for supervising the employee or position involved.) The Board of Education at its discretion may reject any nomination or recommendation of dismissal made by the Superintendent.

Assume the responsibility of guiding each principal in the satisfactory management of his/her school.

Have the authority to temporarily suspend any employee.

During contract negotiations with any representatives of the employees of the Board of Education, the Superintendent of Schools will, as agent of the Board, serve as a member of the Board's negotiating committee, but in a non-voting capacity.

Make recommendations and suggestions to the Board relating to the effect on the school system and staff of any proposals; provide the Board with all available information and data necessary to effect mutually acceptable solutions of the questions under negotiation; and otherwise, assist the Board as directed to expedite satisfactory solutions.

He/she will, to the extent that such data is necessary for proper discussion of items on the agenda, provide the chairman of the employees' negotiating committee when requested with such personnel and payroll information, as is available only through or from the School Central Office.

C. Business Operations

The Superintendent shall:

Have power within the limits of major appropriations approved by the Board to approve and direct all purchases and expenditures.

Prepare monthly reports on status of the budget and prepare annual report on the operation of the school system and such other reports required by the Board of Education.

Develop plans for maintenance, improvement, safety, or expansion of buildings and site facilities needed to provide properly for an adequate educational program.

Recommend for Board action school curriculum, textbooks, supplies and equipment and annual school calendar.

Establish and supervise the financial operations of the school system to insure adherence to budget provisions and the prudent use of school funds.

Be responsible for the preparation of the annual school budget and submit it to the Board of Education for consideration and approval.

Be responsible for all financial transactions within the jurisdiction of the Board of Education.

Approve all payrolls.

Have charge of operation, maintenance and inventory of all property under the control of the Board of Education.

D. Establishment of Instructional Goals and Achievements

The Superintendent shall:

Provide professional leadership for the educational program of the schools. Keep the Board continuously informed on the progress and condition and educational needs of the schools.

Keep him/herself informed of and implement appropriate educational and administrative trends and practices.

Have general responsibility for the program of instruction in the schools and shall offer suggestions and issue directives in a manner he/she deems necessary to maintain and improve the quality of instruction.

E. Relationship with the Board of Education

The Superintendent shall be available for all meetings of the Board of Education except those relating to his/her election and remuneration **and/or those meetings which he/she has obtained the expressed authorization of the Chairman of the Board of Education to be absent.**

F. Community Relations

The Superintendent shall:

Plan means of keeping the community informed about school matters. Serve as a representative of the schools before the public.

Share with the Board of Education the responsibility for keeping the public informed about the purposes, conditions, values, and needs of all aspects of public education in Coventry. He/she shall prepare all annual reports and may use such other publications and media of information as he/she may deem necessary or desirable in fulfilling his/her responsibility.

Adopted: March 14, 2002

Revised: May 13, 2004