

The superintendent is the chief executive officer of the school district. The superintendent shall:

- Carry out the educational policies and rules of the Public Education Department and local school Board;
- Administer and supervise the school district;
- Employ, fix the salaries of, assign, terminate or discharge all employees of the school district;
- Prepare the school district budget based on public schools' recommendations for review and approval by the local Board and the department. The superintendent shall tell each school principal the approximate amount of money that may be available for his school and provide a school budget template to use in making school budget recommendations; and
- Perform other duties as required by law, the department or the local school Board.

Other duties of the superintendent shall include coordinating the work of all administrative staff members, assignment of professional and classified employees, and recommending policies for the Board to consider in improving the system and its educational services to pupils, instructors, and community.

In addition, the superintendent shall:

- Keep himself/herself informed by attending educational conferences and by participating in professional, administrative, and instructional workshops;
- Keep the Board informed as to educational trends, progress of the instructional program, and the general condition of the school organization; and
- Attend all meetings of the Board of Education except the part of a meeting when his/her own employment is being considered. When in attendance at a Board meeting, he/she may make recommendations to the Board of Education, but does not vote.

The superintendent may apply to the Public Education Department for a waiver of certain provisions of the Public School Code relating to issues such as length of school day, staffing patterns, subject area or the purchase of instructional materials , as needed, to support the work of the District or its individual schools.

Any adjustments to programs, budgets, staffing, scheduling, etc., made at either the school or the district department level, are subject to the approval of the superintendent.