

## **ADMINISTRATION**

### **Responsibilities of the Superintendent**

The Superintendent of Schools shall administer the schools according to policies adopted by the board of education, rules and regulations of the Michigan Department of Education, and in accordance with the Michigan School Code.

1. The superintendent shall develop administrative regulations and procedures as required.
2. The superintendent is responsible to the board of education to see that all school employees perform assigned tasks and carry out instructions from the board which are given to them through the superintendent.
  - A. All school personnel are directly or indirectly responsible to the superintendent and will be responsible for completing all instructions as transmitted by the superintendent.
  - B. The superintendent shall recommend to the board all certified employees for appointment, promotion, demotion, and dismissal.
  - C. The superintendent shall assign duties and responsibilities to all employees.
3. The superintendent shall prepare and submit to the board recommendations relating to all phases of the school operation which require action of the board. These shall include, but not be limited to, long-range planning, curriculum development, instruction, budgeting, purchasing, development of policy, building needs, transportation, use of facilities, attendance area boundaries, community relations, and administrative organization.
4. The superintendent shall represent the school district as its chief executive officer and its foremost professional educator in its dealings with other school systems, social institutions, business firms, agencies of government, and the general public.
5. The superintendent shall determine whether and when schools are to be closed, opened late, or dismissed early because of inclement weather or other emergency conditions.

#### Policy

Adopted: 12-74

Amended: 02-23-04

Reviewed: