

**BARNSTEAD SCHOOL DISTRICT
Superintendent**

The Superintendent shall be the Chief Executive Officer of the Barnstead Elementary School.

The Superintendent shall be responsible for the proper administration of the Barnstead Elementary School and in this regard shall report directly to and shall be solely accountable to the Barnstead School Board.

The Superintendent shall discharge assigned responsibilities in a manner consistent with sound educational and administrative practice; pertinent statutes, regulations and procedures of the State of New Hampshire; policies and regulations of the Barnstead School Board; and the provisions of such collective agreements as the Board may enter into with its employee groups.

The Superintendent may delegate responsibility and authority to division employees; however, final accountability to the Barnstead School Board for delegated tasks shall reside with the Superintendent. The Superintendent shall provide professional leadership and managerial direction for all of the Elementary School's activities and staff.

The major challenge of this position shall be to provide effective and dynamic results oriented leadership in the development of educational excellence through provision of programs to meet the needs of individual students and in sustaining the highest possible level of academic achievement by the division's students.

The following elementary position reports directly to the Superintendent:

- Principal of the school

GENERAL RESPONSIBILITIES

The Board expects that the Superintendent will:

- direct school operations towards the achievement of the educational goals established by the Board;
- advise the Board on matters arising in all areas of Board jurisdiction;
- identify present and future educational needs of the school and develop plans appropriate to the meeting of these needs;
- promote practices which encourage co-operative decision making;
- coordinate and integrate the educational programs, physical facilities, and fiscal and human resources of the School.
- participate actively in community affairs in order to enhance and support the educational mission.
- establish effective and appropriate working relationships with school and local organizations related to the school.

MINIMUM RESPONSIBILITIES PER STATE BOARD OF EDUCATION REGULATIONS:

PART Ed 302 DUTIES OF SCHOOL SUPERINTENDENTS

Ed 302.01 Executive Officer. The superintendent shall serve as the executive officer of the local school district or districts within the school administrative unit, and shall be responsible for the following duties:

- (a) The superintendent shall be responsible for planning and administering the activities of the local school district or districts within the school administrative unit subject to statutory requirements, these rules, and the policies of the local districts.
- (b) The superintendent shall develop and maintain a system of public schools, staffed by certified educators, qualified professionals, and persons providing support services.
- (c) The superintendent shall provide, develop and implement procedures to achieve educational objectives within the local school district or districts with the school administrative unit.
- (d) The superintendent shall be directly responsible to the local school district or districts within the school administrative unit board.

Ed 302.02 Substantive Duties. The superintendent shall:

- (a) Nominate all certified staff and appoint other employees in accordance with state law, the rules of the state board and school board policies;
- (b) Direct and supervise the work of all employees of the district or districts within the school administrative unit and shall have all powers necessary to make such direction effective, as outlined in RSA 194-C:4. While the superintendent has ultimate responsibility, he/she may delegate powers and duties to other personnel.
- (c) Be responsible for the selection and purchase of textbooks and all other supplemental materials and supplies in accordance with the rules of the school board and the state board and see that the same are distributed to the school, accurately accounted for and economically used;
- (d) Be responsible for developing and recommending to the school board or boards within the school administrative unit the annual budget for the support of the educational program and for the operation and maintenance of schools within the district or districts and the school administrative unit in accordance with school board policy;
- (e) Be responsible for developing and maintaining an accounting system and financial reporting procedures for all funds in accordance with local school board policy, and local and state laws;
- (f) Be responsible for the development of an educational plan for the district or districts and for recommending a program of studies suitable to the needs of the pupils and the community in accordance with local school board policies, state statutes and state board rules;
- (g) Remove a teacher or other employee of the district in accordance with RSA 189:31;
- (h) Recommend the dismissal of certified staff to the board, which has the authority to dismiss in accordance with RSA 189:13;
- (i) Provide for temporary staff to fill vacancies and shall provide supplies immediately needed for the operation of the schools;

- (j) Be responsible for maintaining records and filing reports as required by the state board of education and the local school boards;
- (k) Admit pupils to the resident school district in accordance with the laws of the state and the rules of the state board and policies of the local board;
- (l) Direct pupils to assigned classes and grades;
- (m) Maintain a safe environment for pupils free of hazardous conditions;
- (n) Be responsible for the evaluation of personnel and programs in accordance with local school board policies; and
- (o) Be responsible for implementation of state board rules, which apply in the area of the superintendents jurisdiction.

(1st Reading: 12/28/04)

(2nd Reading: 01/11/05)

(Adopted: 02/22/05)