

## C - SUPERINTENDENT

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## **LINE AND STAFF RELATIONS**

The Board is the policy-forming body of the School District. The Board shall approve all policies in conformance with applicable Federal, State and local statutes and regulations as well as with established judicial decisions.

The Superintendent shall have the responsibility for enforcing the policies of the Board and interpreting, with assistance of Board counsel, all legal issues which pertain to the District. The administration of all facets of operation of the schools shall be the responsibility of the Superintendent, including budgeting and other business affairs, direction of the instructional program, the selection, evaluation and improvement of personnel and planning and development of the physical plants. The staff organization for effective operation of the schools shall be planned by the Superintendent and submitted to the Board for approval. The Superintendent's authority in all areas shall be commensurate with responsibilities designated by law and by the Board.

The Superintendent shall be the chief executive officer and professional advisor to the Board and shall be responsible directly to the Board of Education.

School principals shall be required to supervise and direct the programs in the school of their assignment. Principals shall work under the direction of the Superintendent to whom they are professionally and administratively responsible.

Teachers and other school-based employees shall be responsible to the building principal and are obligated to abide by established rules and regulations in the performance of their classroom and other assigned duties.

SOURCE: Russell County Board of Education, Phenix City, Alabama.

ADOPTED: March 22, 2005

LEGAL REF: The *Code of Alabama* 16-8-7, 16-8-8, 16-12-3, 16-12-5, 16-12-15 to -21.

## **SUPERINTENDENT**

The Board of Education shall select a Superintendent of Education for the school district who possesses the following minimum qualifications:

1. Hold a valid six-year certificate or be in the process of earning a valid six-year certificate in administration and supervision issued by the Alabama State Department of Education.
2. Has no less than five years of successful experience each as a classroom teacher and as an administrator or supervisor.
3. Satisfactorily prove to the Board that he/she is knowledgeable in the area of school administration.

The Superintendent may also be required to possess or meet additional criteria as the Board may establish.

SOURCE: Russell County Board of Education, Phenix City, Alabama.  
ADOPTED: March 22, 2005

## **DUTIES OF THE SUPERINTENDENT**

The Superintendent shall act as the chief executive of the Board. The Superintendent shall have, under the direction and policies of the Board and in accordance with State law and regulations of the State Board of Education, responsibility for the management of the School District and the supervision of all personnel in the District.

The Superintendent shall be authorized to delegate to other employees of the Board such responsibilities imposed on him/her by the Board as he/she deems necessary. Delegation of responsibility to other personnel of the District shall not relieve the Superintendent of his/her responsibility for the total operation of the schools.

The general scope of duties of the Superintendent shall include but not be limited to the following:

- A. To serve as chief executive officer and Secretary to the Board.
- B. To recommend policies on all phases of the school program and its operation.
- C. To supervise the planning and evaluation of the instructional program.
- D. To interpret the instructional program to the public.
- E. To encourage articulation among all instructional levels of the District.
- F. To develop regulations and procedures for the conduct and management of the schools.
- G. To recommend the personnel positions required for the operation of a sound educational program.
- H. To recommend in writing, the appointment, assignment, promotion, and/or separation of all personnel employed by the Board.
- I. To supervise the preparation of the annual budget and to recommend it to the Board for approval.
- J. To recommend a building program adequate for the present and future needs of the county.
- K. To administer all aspects of the school program in accordance with the policies of the Board, State law, and rules and regulations of the State Board of Education.
- L. To conduct a continuous study of the educational needs of the county and to keep the Board and the public informed of such needs.
- M. To prepare or cause to be prepared such reports as may be required by the Board, the State Superintendent of Education, the State Board of Education, or law.
- N. To furnish Board members copies of all letters or memorandums sent to schools within the District that direct any specific action that might be construed as policy.

- O. To make monthly reports on the following, when applicable:
  - Nominations for teachers
  - Evaluations of school programs
  - School leave reports
  - Alternate budget plans
  - Financial reports
  
- P. To perform other duties as may be required by the Board, regulations of state education agencies, or by law.

SOURCE: Russell County Board of Education, Phenix City, Alabama.  
ADOPTED: March 22, 2005

**APPOINTMENT OF THE SUPERINTENDENT**

The Board shall appoint a Superintendent for a term agreed upon by the Board and the Superintendent, subject to such conditions and limitations as are prescribed by law.

SOURCE: Russell County Board of Education, Phenix City, Alabama.

ADOPTED: March 22, 2005

LEGAL REF: The Code of Alabama 16-9-1, 16-9-11, 16-12-1.

## COMPENSATION AND BENEFITS

The Board shall determine the salary, additional benefits, vacation entitlement and other leave of the Superintendent.

Additional benefits such as health and other forms of insurance, annual vacation, holidays, and temporary and extended leaves and absences shall be at least equal to those granted other professional staff members.

The Superintendent may also be provided, as determined by the Board, with an annual travel allowance.

SOURCE: Russell County Board of Education, Phenix City, Alabama.

ADOPTED: March 22, 2005

LEGAL REF: The *Code of Alabama* 16-9-1, 16-9-12, 16-12-1, 16-11-19.

**RETIREMENT**

The Board recognizes that the Superintendent shall participate in the Teachers' Retirement System of Alabama for the purpose of receiving retirement allowances and other benefits.

SOURCE: Russell County Board of Education, Phenix City, Alabama.

ADOPTED: March 22, 2005

LEGAL REF: The *Code of Alabama* 16-25-1 to -20.