

## 2120 Superintendent - Duties and Powers

The Superintendent will be the executive officer of the Board for the management of the schools. As such, the following will be within the Superintendent's power and will be the Superintendent's duty.

- Attend all regular and special meetings of the Board, and be a member of and advise all special committees, except at the portion of a meeting when the Superintendent's contract is under consideration.
- Prepare and submit to the Board for approval all rules and regulations for managing the schools.
- Investigate the need for, and recommend to the Board, provisions for school facilities in the school system.
- Recommend changes in the schools' courses of study and the curriculum.
- Draw up and present to the Board the annual budget for consideration, with the aid of a special Board committee if one is appointed.
- Cause to have made, or make, all purchases on approved vouchers within the limits of the detailed budgetary item. Such items may not be overdrawn without expressed permission of the Board.
- Recommend transfers from one budgetary item to another.
- Make recommendations to the Board for the hiring of, or dismissal of, all school employees, as no employee will be hired, retained or dismissed without the approval of both the Board and the Superintendent.
- Suspend with pay any certified employee, provided the reasons and procedures for said suspension are consistent with the laws of the State of Wyoming and the policies of the District.
- Supervise, or cause to have supervised, all members of the District staff.
- See that a detailed job description is prepared and periodically updated for each regular employment position.
- Annually present the proposed school calendar. The length of the school year will be determined by the Board of Trustees. The number of holidays will not reduce the actual number of days school is in session below the minimum requirements of the State Department of Education. Opening and closing dates of school will be set by the Superintendent, with the approval of the Board of Trustees.
- Take necessary steps to familiarize the administrative staff, faculty, not-certified personnel, students and parents of students with the policies of the Board of Trustees.
- Suspend any pupil from the school when such, in the Superintendent's judgment, is in the best interest of the school, provided the suspension is reported to the Board at its next regular meeting. Only the Board has the power to expel.
- In the interest of good and efficient administration, decide all matters purely administrative and ministerial that may arise.
- The Superintendent shall adhere to all roles and responsibilities as set forth in Items 2.1 through 2.14 and adopted by the Board from the Wyoming School Boards Association Leadership Governance process.

ADOPTION DATE: May 25, 1976; Revised July 15, 1987; March 13, 1990; Editorial revision April 12, 2005; Revised September 25, 2012

LEGAL REFERENCE(S):

CROSS REFERENCE(S): Wyoming School Boards Association Leadership Governance Training Book

ADMINISTRATIVE REGULATION: