

SCHOOL SUPERINTENDENT

The superintendent of schools shall be hired by the school administrative unit school board in keeping with the laws of New Hampshire.

The administration of the school system in all its aspects shall be delegated to the superintendent, who shall carry out his/her administrative functions in accordance with the policies adopted by the board.

The superintendent shall be the chief executive officer of the school system and shall have, under the direction of the board and in conformance with state laws and policies, general supervision of the public schools and of all the personnel and departments of the school system. The superintendent is responsible for the management of the schools under the board's policies and is accountable to the board. Further, the superintendent is accountable to the commissioner of education for carrying out duties specified by the state board of education and/or the commissioner.

By its nature, the position of superintendent of schools is an exacting position. In addition to the minimum requirements specifically set forth by the state board of education and the school board, the superintendent shall possess the following qualifications:

S/he shall be of good character and of unquestionable morals and integrity.

S/he shall possess good judgment and common sense along with the ability to think clearly and independently, relying on facts instead of prejudices.

S/he shall demonstrate high business and educational ability and leadership.

S/he shall be able and willing to accept responsibility.

S/he shall have the capacity for maintaining the respect of educational leaders in neighboring districts and in the State of New Hampshire.

The superintendent, in his/her discretion, may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the superintendent by these policies or by vote of the board. The delegation of power or duty, however, shall not relieve the superintendent of responsibility for the action taken under such delegation.

In addition to carrying out all policies and directives of the school administrative unit school board and each individual school board, the superintendent is required by the state board of education to do the following:

Role Description (In accordance with the State Board of Education Regulation, Part ED 302
DUTIES OF SCHOOL SUPERINTENDENT)

Executive Officer (Ed 302.01). 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.
- (e) The superintendent may nominate for school administrative unit board appointment one or more assistants, including assistant superintendents, and business administrators. The superintendent may assign duties for the efficient management of the school administrative unit.

Source. #2055, eff 6-16-82; ss by #2714, eff 5-16-84; ss by #4851, eff 6-25-90; EXPIRED 6-25-96

New. #6366, eff 10-30-96

Substantive Duties (Ed 302.02). 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.

Source. #2055, eff 6-16-82; ss by #2714, eff 5-16-84;
ss by #4851, eff 6-25-90; EXPIRED 6-25-96

New. #6366, eff 10-30-96

Regulatory References:

RSA 194-C:5

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