

**Monroe 2-Orleans BOCES Policy**  
**Series 3000 – Administration**  
**Policy #3111 – DISTRICT SUPERINTENDENT**

The District Superintendent shall be recommended for appointment by the Board to the Commissioner as required by law and Regulations of the Commissioner. The request for appointment by the Commissioner shall be by Resolution of the Board. The District Superintendent shall be the Chief Executive Officer but under the direction and control of the Board, shall have general supervision over all matters affecting directly or indirectly the operations of the BOCES.

**Qualifications**

The District Superintendent must be duly certified as required by law and by the Regulations of the Commissioner of Education.

**Powers and Duties**

The District Superintendent shall possess the powers and discharge the duties herein set forth below and execute those prescribed by law as contained in various sections.

**Attendance at Board Meetings**

The District Superintendent shall attend all meetings of the Board unless previously excused.

**Execute Board Policy**

The District Superintendent shall be responsible for carrying into effect the policies and formulating regulations to insure implementation of policies adopted by the Board.

**General Management**

The District Superintendent shall be responsible for the general management of the BOCES.

**School Calendar**

The District Superintendent shall submit annually a school calendar to the Board for approval.

**Instruction**

The District Superintendent shall be responsible for the fulfillment of the educational goals and purposes of the BOCES and shall serve as an authority in educational matters making recommendations to, and advising with the Board in all matters pertaining to courses of study, continuing education, extracurricular activities, admissions of students, their instruction, discipline, grading and promotion, and the selection of textbooks and educational equipment and supplies.

**Curriculum**

The District Superintendent shall recommend to the Board revisions, eliminations and additions to the curricular and extracurricular programs.

**Program Supervision**

The District Superintendent shall be responsible for, and shall have general supervision over, all activities of BOCES and the operation of the BOCES administrative and business offices.

**Employee Supervision**

The District Superintendent shall have general supervision and direction over all employees of the BOCES. The District Superintendent shall have the power to assign and transfer all teachers and other

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employees, as deemed best, provided that if any such assignment or transfer shall involve a change of status or salary, it shall be subject to approval by the Board.

**Establish Rules and Regulations**

The District Superintendent shall make and enforce such supplementary rules and regulations that are deemed to be conducive to and in the best interest of the BOCES, subject to approval of the Board.

**Budget Preparation**

The District Superintendent shall prepare or cause to be prepared the proposed annual administrative, capital, and program budgets of BOCES and submit them to the Board for consideration. The District Superintendent shall provide tuition and program expense projections for the following year to the component school districts.

**Purchases**

The District Superintendent shall make recommendations to the Board concerning, and shall have general supervision over: purchase of books, furniture, equipment, materials and supplies, and all improvements, alterations, repairs, maintenance and operation of the school plant, property and facilities.

**Expenditures**

The District Superintendent shall have general supervision over all duly authorized expenditures. The District Superintendent shall have supervision over all purchase orders and other requisitions issued in the name of the BOCES.

**Personnel Appointments**

The District Superintendent shall appoint, in accordance with the established policies of the Board, personnel to aid in carrying out the duties prescribed by law or stated herein, and shall have complete jurisdiction over such personnel. The District Superintendent shall have jurisdiction in all matters of record keeping, providing for substitute teachers, supervision and maintenance of buildings and grounds, and on all other matters related to the operation of the BOCES.

**Job Descriptions**

The District Superintendent shall be responsible for ensuring the development and maintenance of a Job Description Manual for all employees of the BOCES.

**Records**

The District Superintendent shall keep, or cause to be kept, adequate educational records and information on all students and employees; and prepare, or cause to be prepared, annual and special statutory reports required by state, federal and local agencies.

**Communications**

The District Superintendent shall prepare and distribute materials by whatever means are appropriate to describe the operations of the BOCES to the various publics that are served, the staffs and school board members of component school districts, and parents and residents within the districts.

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**Human Relations**

The District Superintendent shall represent the BOCES in matters involving human relations. The District Superintendent shall receive complaints and transmit to any parties affected thereby all votes and directions of the Board affecting students, parents or personnel.

**Other Duties as Assigned**

The District Superintendent shall have such further powers and duties as the Board or Legislature may from time to time prescribe.

**Policy References:**

(Refer also to Policy #4120 -- Budget Development and Adoption.)

Adopted: 7/13/99

Revised: 5/14/08

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