



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 2122
Page 1 of 3

Administration

Superintendent of Schools: Job Description

1. The Superintendent of Schools is the chief executive officer of the Governing Board. (Education Code 35035)
2. The Superintendent shall act as secretary to the Board. (cf. 9122 - Board secretary)
3. The Superintendent is responsible for carrying out all policies established by the Board.
4. In cases not specifically covered by Board policies, the Superintendent shall take appropriate action and report such action to the Board not later than the next Board meeting.
5. All individuals employed by the Board are responsible to the Superintendent.
6. The Superintendent shall establish such regulations and give such instructions to school employees as may be necessary to make the policies of the Board effective. Such delegation and assignments, however, shall not relieve the Superintendent of final responsibility for actions of subordinates.
7. The Superintendent shall be present at all meetings of the Board and its special committees except when matters pertaining to his/her re-employment are being considered by the Board. The Superintendent shall be advisor to the Board in all its deliberations.
8. The Superintendent shall be responsible for preparing and submitting the district budget to the Board for the ensuing fiscal year. He/she shall revise and take any other action concerning the budget as the Board may designate.
9. The Superintendent shall submit quarterly financial and budgetary reports to the Board. The report shall include any outstanding obligations incurred by the school district. (Education Code 35035)
10. In accordance with policies of the Board, the Superintendent shall have power within the limits of major appropriations approved by the Board to approve and direct all purchases and expenditures.

Superintendent of Schools: Job Description (continued)

The Superintendent shall have the power to enter into any contracts on behalf of the Board. (Education Code 35035) The Board shall delegate this power to the Superintendent by a majority vote. (Education Code 39656)

The Superintendent shall be personally liable for any district moneys paid out as a result of his/her misconduct in relation to any contracts made. (Education Code 39656)

11. The Superintendent shall submit his/her recommendations in respect to all candidates for employment. The Board shall accept or reject such recommendations, but shall employ candidates only on the Superintendent's recommendation.
12. The Superintendent shall determine whether certificated employees have a valid certificate as required by law. (Education Code 35035)
13. The Superintendent shall formulate and recommend, for the consideration of the Board, personnel policies needed for efficient functioning of the district staff.

The Superintendent shall assign all certificated personnel within the district subject to Board approval.

The Superintendent shall have the power to transfer certificated employees from one school to another. His/her decision shall be based on the best interest of the district and be consistent with the adopted Board policy concerning transfers. (Education Code 35035)
(cf. 4114 - Transfers/Reassignment)

14. The Superintendent shall provide professional leadership for the education program of the schools. He/she shall formulate educationally sound policies and present them to the Board for consideration. The Superintendent shall regularly report to the Board on all aspects of the district's education program.
15. The Superintendent shall be responsible for the evaluation of each staff member and report his/her findings to the Board.
16. The Superintendent is responsible for the development of a plan for maintenance, improvement or expansion of building and site facilities.
17. The Superintendent is responsible for planning means of keeping the community informed about school matters. He/ she shall serve as a representative of the schools before the public.

Superintendent of Schools: Job Description (continued)

18. Within budget appropriations and travel policy set by the Board, the Superintendent is authorized to approve travel expenses for employees on official business.
19. The Superintendent shall submit to the Board an annual report on the operation of the school system as well as any special reports requested by the Board.
20. The Superintendent shall keep and regularly update an inventory of all property, furnishings, material and supplies of the district.
21. The Superintendent shall formulate and administer a program of supervision for all schools.
22. The Superintendent shall recommend to the Board a student's suspension or expulsion under the appropriate circumstances. (Education Code 48900)
23. The Superintendent shall submit a school calendar for the ensuing school year to the Board for approval.

Legal Reference:

EDUCATION CODE

- 35020 Duties of employees set by governing board
- 35026 Employment of District Superintendent by certain districts
- 35028 Qualifications for employment
- 35029 Waiver of certification requirement for chief administrative office of the district
- 35031 Term of employment (up to four years)
- 35032 Salary increases
- 35033 District Superintendent for certain unified school districts (on formation of district)
- 35034 District Superintendent of certain unified districts
- 35035 Additional powers and duties of Superintendent
- 48900 Authority of Superintendent to recommend suspension or expulsion

Regulation
approved: 1/13/87