

VIGO COUNTY SCHOOL CORPORATION
TERRE HAUTE, INDIANA

File: CBA

QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT

(JOB DESCRIPTION)

TITLE: SUPERINTENDENT OF SCHOOLS

It shall be the policy of the Board of School Trustees to contract the services of a qualified and experienced educator to serve as Superintendent of Schools. The Board of School Trustees expects administrative leadership from the Superintendent in the following areas:

1. The recommendation to the Board of School Trustees of new policies or revisions of old policies to govern changing conditions.
2. The supervision and administration of the educational program, including a continuous study of the curriculum.
3. The preparation of a carefully planned budget and the expenditure of school funds in accordance with the provisions of the budget and the laws of the State of Indiana.
4. The delegation of authorities and duties and the supervision of those entrusted with such authorities and duties.
5. The provision of adequate space, personnel and instructional supplies, and equipment for the educational program.
6. The formulation and the execution of a public relations program.
7. The assignment of all personnel employed by the Board of School Trustees.
8. The evaluation of such personnel and the recommendation for continued employment or termination.

In general, the Board of School Trustees expects the Superintendent to plan carefully the organization and the administration of both materials and personnel resources to achieve the Board's objective of the best possible social and educational development of the school children in the school corporation.

The Superintendent is expected to be present at all meetings of the Board of School Trustees unless excused by the Board.

Adoption Date: January 17, 1977

Legal Ref:

Cross Ref: