



THE SCHOOL SUPERINTENDENT

School superintendents work with the school board to develop goals for the district. They also provide leadership and oversee the educational enterprise in the district. The superintendent is responsible for managing day-to-day operations, preparing and administering the district's budget, organizing the district's central administration, and ensuring that the district focuses on its primary mission—student academic achievement and progress.

The superintendent is hired by the school board. While the board's focus is governance and oversight of management, the superintendent's focus is on implementation and management. In larger school districts, superintendents may have assistant, deputy, or associate superintendents in charge of particular divisions, such as curriculum or technology.

In general terms, the superintendent's responsibilities are:

Policy development and implementation

The superintendent advises the school board on the need for new policies based on input from staff and advisory committees, legislators, and state agency staff. Following the superintendent's policy recommendation, if the board adopts the policy, the superintendent develops and implements appropriate procedures to satisfy the requirements of the new policy.

THE SUPERINTENDENT IS RESPONSIBLE FOR MANAGING DAY-TO-DAY OPERATIONS, PREPARING AND ADMINISTERING THE DISTRICT'S BUDGET, ORGANIZING THE DISTRICT'S CENTRAL ADMINISTRATION, AND ENSURING THAT THE DISTRICT FOCUSES ON ITS PRIMARY MISSION—STUDENT ACADEMIC ACHIEVEMENT AND PROGRESS.

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Administration

The superintendent provides administrative leadership and manages district day-to-day operations.

Recommendation and evaluation of staff

The superintendent recommends staff to be hired; is responsible for performance evaluations; and makes suggestions for renewal, nonrenewal, and dismissal of staff (as provided by policy).

Budget

The superintendent prepares a budget, makes revisions as requested by the board, administers the board-adopted budget, and makes purchasing decisions as defined by board policy and budget constraints.

Facilities planning

The superintendent leads the administrative effort to plan for, operate, maintain, evaluate, and supervise improvements to school and district facilities.

Communication

The superintendent communicates with a diverse range of individuals and groups, such as legislators, the Texas Education Agency, the regional education service center, parents, board members, principals, attorneys, teachers, local business owners, and the media.



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