

Administration

Superintendent of Schools

The Superintendent of Schools, as Chief Executive Officer of the Board of Education, will have the following specific powers and duties:

Relationship with the Board

1. to serve as the Executive Officer for the Board and be charged with the responsibility for implementing the policies of the Board. He/she shall work with the Board Chair in planning the agenda for each meeting, shall attend all meetings and participate in all regular and special meetings of the Board and executive meetings of the Board at the Board's request;
2. to develop a harmonious and close working relationship with the Board. He/she shall treat all Board members impartially and alike, refraining from criticism of individual or group members of the Board. He/she shall go to the Board when serious differences of opinion arise in an earnest effort to resolve such differences immediately;
3. to serve as a resource person and advisor to the Board. He/she shall keep the Board informed on issues, needs, and operation of the school district. He/she shall offer advice to the Board based on thorough study and analysis-on items requiring Board action;
4. to provide a continuous appraisal of all school policies originating with the Board. He/she shall advise the Board on the need for new and/or revised policies and suggest draft policies to satisfy those needs.

Educational Direction and Leadership

5. to develop administrative principles and procedures for implementing Board policy. He/she shall ensure the enforcement of all provisions of law, rules and regulations, and Board policy relating to the management of the school district and other education, social and recreational activities. He/she shall interpret for the staff all Board policies and applicable laws, rules and regulations.
6. to understand and keep informed on all aspects of the instructional program at all levels. He/she shall, on a continuing basis, review and update the educational program of the school district, and keep the Board informed of all changes in curriculum;

Administration

Superintendent of Schools (continued)

Educational Direction and Leadership (continued)

7. to recommend to the Board for its adoption all courses of study, curriculum guides and textbooks to be used in the school district;
8. to encourage a positive approach to student behavior and discipline;

Personnel

9. to develop and implement sound personnel practices, consistent with the law, Board policy and collective bargaining agreements, including recruitment, hiring, assignment, supervision, evaluation, promotion, and discipline of all personnel. He/she shall develop procedures for the selection of staff members. He/she shall establish standards for teacher selection, and shall provide a framework for continuing in-service training of all professional staff members.
10. to recruit qualified, professional, civil service, and non-certified personnel. He/she may authorize the payment of part or all of the expenses of candidates for teaching positions if the candidates are asked to come to the district for visits or interviews;
11. to select employees for appointment, promotion, transfer or dismissal in accordance with the policies of the Board and the procedures outlined by the law. He/she shall make recommendations to the Board regarding salary and tenure of all employees. He/she may temporarily suspend any employee for cause and shall promptly report such suspension to the Board. Unless otherwise determined by the Board, he/she is authorized to reemploy all employees upon the adoption by the Board of the budget for the following year.
12. to supervise and evaluate all staff members. He/she shall work for good morale and be impartial, firm and fair in dealing with staff.
13. to encourage in-service education and the professional growth of staff through conferences, workshops, group discussions, committee/individual studies and use of consultants;
14. to advise the Board, in conjunction with the Board-designated negotiator(s), in all collective bargaining matters;

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Superintendent of Schools (continued)

15. to determine needs for facilities for transportation of student, of vehicles used, and see that such service is conducted in accordance with laws, and that the safety and care of the children are properly protected.
16. to make such rules and to give such instruction to school employees as may be necessary to make this policy and any additional instruments of control established by the Board fully effective in the management of the school district; and in all matters not covered by these regulations he/she shall act on his/her own discretion, if action is necessary, but shall report his/her action to the Board for its information.
17. The Board of Education directs the Superintendent of Schools in cooperation with the school staff, parents, and any other interested persons or groups to establish and maintain a comprehensive plan for monitoring the progress of the school district in achieving stated goals in regard to curriculum, school district environment, and school district operations.

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ANDOVER PUBLIC SCHOOLS
Andover, Connecticut