

# CBC Duties of Superintendent

File: CBC

## DUTIES OF SUPERINTENDENT

The Superintendent of Schools shall act as the Executive Officer of the RSU 1 Board of Directors, and under its direction and control, shall have the care and supervision of the schools. The superintendent may delegate to other employees authority to carry out board policies but shall not be relieved from responsibility for any action taken under such delegation.

He/she shall:

- A. Provide leadership;
- B. Make him/herself available to teachers for conferences in planning and developing curriculum;
- C. Strive for the improvement of educational opportunity;
- D. Formulate plans and policies for consideration by the board;
- E. Keep the board informed as to the condition and progress of the schools;
- F. Enforce the board's rules and regulations;
- G. Take appropriate action in any case or event not covered by policy and report such action to the board at the next regular meeting;
- H. Nominate all certified personnel (teachers, counselors, administrators);
- I. Direct and supervise the work of all teachers and make such rules and give instruction to school employees as may be necessary to carry out board policies;
- J. Prepare an annual budget for board consideration;
- K. Within the limits of the detailed budget, have the power to direct expenditures and purchases;
- L. Maintain adequate records for school finance, business and property, school population, and student records; and

M. Exercise general supervision of school property and apparatus.

Legal Reference: Title 20-A, MRSA, Sec. 1001

Title 20-A, MRSA, Sec. 1055

Title 20-A, MRSA, Sec. 1251

Title 20-A, MRSA, Sec. 13201

Title 20-A, MRSA, Sec. 13302

Cross Reference: CHA -- Administrative Procedures

BFE -- Administration in Policy Absence

Adopted: April 1, 1980

Revised: April 13, 1992

Reviewed and Adopted: April 10, 2006

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Revision #1

Created 7 April 2022 15:35:53 by Matt Frey-Davis

Updated 27 April 2023 12:16:12 by Matt Frey-Davis