

SUPERINTENDENT'S POWERS AND RESPONSIBILITIES

I. Major Areas of Responsibility:

- A. Educational Leadership - The Superintendent shall be the chief executive officer of the Hadley Public Schools. He/she shall administer the schools in accordance with the policies adopted by the School Committee, the rules and regulations of the State Board of Education, and in conformity with State Law.
- B. Business and Financial Management - The Superintendent shall ensure that the fiscal affairs of the district are in order and that the School Committee is kept informed of the school's current financial condition.
- C. Personnel Administration - The Superintendent will be responsible for implementing the employment and dismissal of all school employees, and the maintenance of personnel records and related documents.
- D. Curriculum Improvement - The Superintendent shall direct studies to determine the adequacy of the curriculum in line with the school's educational goals and objectives, making recommendations to the School Committee for new courses of study or improvements in the content and/or organization of the curriculum as the need arises.
- E. Committee, Community, and Staff Relations - Recognizing that the need for communication is essential to the smooth and efficient operation of an educational system, the Superintendent shall keep the School Committee, the community, and the staff informed on matters of mutual concern and allow for the free flow of information to all parties on a need-to-know basis.

II. Major Tasks:

- A. Prepares
 - 1. Annual operating budget.
 - 2. Annual report to the voters.
 - 3. Agenda.
 - 4. School calendar.
 - 5. Required Federal, State, and Committee reports.
 - 6. Information for public distribution.
 - 7. Such rules and regulations regarding routine matters, which have not been specifically provided for in School Committee policy.
 - 8. Such other information as may be required.

B. Reports: (to the School Committee)

1. Proposed departures from established procedures.
2. Serious deviation from the budget, including transfers from categories to other categories.
3. Federal, state, and local governmental actions affecting the schools.
4. Federal, state and local grants or programs, which might benefit the schools.
5. Use of discretionary authority in areas of major concern to the schools.
6. Such other information as may be required or appropriate.

C. Recommends: (to the School Committee)

1. Policies and policy changes.
2. Types of positions required to meet the instructional and non-instructional needs of the schools.
3. New instructional programs.
4. Procedures relating to teacher negotiations and other contracts as appropriate or when requested.
5. Plans for future development of buildings and grounds.

D. Supervises: (for the School Committee)

1. Management of school funds, facilities and personnel.
2. Development of new programs and revision of existing programs to meet educational needs of the community.
3. School coordination.
4. Evaluation procedures.
5. Staff development and in-service training.
6. Implementation of School Committee policy.
7. Discharge of duties delegated to others.

LEGAL REFS: Mass. Education Reform Act of 1993