

## DUTIES OF THE SUPERINTENDENT

The authority and responsibility of the superintendent are derived from RSA 186:8 and parts 302.01 and 302.02 of the New Hampshire Administrative Rules.

STATUTORY AUTHORITY: RSA 186:8, ED PART 302.01

The superintendent shall serve as the executive head of the public schools:

1. He/She shall be responsible for planning and administering their affairs subject to statutory requirements, the regulations of the State Board of Education and the policies of the local district.
2. The position shall develop and maintain a system of public schools, capably staffed to provide quality education and supportive services.
3. He/She shall provide, develop and implement the procedures to achieve educational objectives within his/her administrative unit.
4. In performance of those duties he/she shall be directly responsible to the State Board of Education through its commissioner and the board or board of the school administrative unit.
5. One or more assistants such as assistant superintendents, business administrators and teacher consultants may support the superintendent. He/She shall delegate such of his/her duties as is necessary and desirable for the efficient completion of the requirements of the position.

SUBSTANTIVE DUTIES, ED PART 302.01 The Superintendent shall:

1. Nominate all professional central office personnel.
2. Direct and supervise the work of all employees of the district and shall have all powers necessary to make such direction effective. While the superintendent has ultimate responsibility, he/she may delegate powers and duties to other personnel.
3. Nominate all certified staff and appoint other employees in accordance with the laws, regulations of the state board and school board policies.
4. Be responsible for the selection and purchase of textbooks and all other scholastic apparatus and supplies in accordance with the regulations of the school board and the state board and see that the same are suitably distributed to the school, accurately accounted for and economically used.
5. Be responsible for developing and recommending to the school board the annual budget for the support of the educational program and for the operation and maintenance of school in accordance with school board policy.
6. Be responsible for an accounting system and financial reporting procedure in order that all funds will be accounted for in accordance with local school board policy and local and state laws.
7. Be responsible for the development of an educational plan for the district or districts and for recommending a program of studies suitable to the needs of the pupils and the community in accordance with the local school board policies, state statutes and state board regulations.
8. Remove a teacher or other employee of the district in accordance with RSA189:31

**Mrs. Connie Twombly, Chairperson**  
**Ms. Sarah Hayes**  
**Mrs. Ann Glidden**  
**Mr. Joseph Fleck**  
**Mrs. Peggy Richards**

**Adopted by the Board:** *6 December 2000*  
**Revised by the Board:**  
**Reaffirmed by the Board:**

**DUTIES OF THE SUPERINTENDENT***(Continued)*

9. Recommend the dismissal of certified staff to the board, recognizing its authority to discuss according to the statutes.
10. Provide for temporary vacancies and shall have the authority to secure supplies immediately needed for the operation of the schools.
11. Be responsible for maintaining records and making reports as required by the state board of education and local school boards.
12. Admit pupils to school attendance in accordance with the laws of the state and the regulations of the state board and policies of the local board. He/She shall assign them to such classes and grades as he finds their needs warrant.
13. Provide for the alleviation of hazardous conditions of an emergency nature that affects the health and welfare of pupils.
14. Be responsible for the evaluation of personnel and programs in accordance with local school board policies.
15. Be responsible, after notice, for implementation of policies and regulations of the state board of education. He/She is expected to participate in the development and evaluation of said policies and regulations as requested by the commissioner of education.

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