

## **Qualifications/Powers and Responsibilities of Superintendent**

The Superintendent for Mapleton Public Schools (the “District”) shall exercise general authority to direct actions and affairs of the District in the areas of: District management, educational program, budget and finance, personnel management, special services and programs, support services, and communications/public relations. The Superintendent shall be responsible to the Board of Education for Mapleton Public Schools (the “Board”) in accordance with the contractual agreement between the Superintendent and the Board and consistent with District policies.

The Superintendent shall be charged specifically with the following responsibilities:

1. Keeping the Board informed on the condition of the District's educational and support system.
2. Preparing Board agendas and providing necessary background information.
3. Providing administrative leadership for excellence within the school system, including improvement of the instructional program and implementation of curricular programs.
4. Developing and recommending to the Board overall goals and directions in the major functions of the District.
5. Developing specific policies, procedures, and programs to implement direction established by the Board.
6. Implementing the decisions of the Board.
7. Taking necessary action to staff the District appropriately such as by recommending appointments, transfers, and terminations.
8. Representing the District in working with other school systems, organizations, and the general public.
9. Directing and delegating operations and activities of other supervisory staff.
10. Evaluating the performance of supervisors directly reporting to the Superintendent in a fair, credible, and professional manner.
11. Delegating sufficient authority to staff to accomplish their tasks.
12. Keeping the public informed on the progress of the District and working with the media in an effective manner.
13. Staying knowledgeable of current trends in education by attending workshops, conferences, and seminars.
14. Providing necessary reports to the Board as directed.



**CBA/CBC**

15. Other duties as assigned by the Board.

*Adopted December 10, 2013, by the Board of Education for Mapleton Public Schools.*