

## **SCHOOL SUPERINTENDENT**

### Goals and Objectives

The goal of school administration is the successful implementation of the policies set by the School Committee. To attain this goal, the Superintendent shall:

1. Establish procedures that provide for effective and economical execution of School Committee policies;
2. Assign duties and responsibilities to the school staff as required to implement procedures;
3. Assist and advise the school staff in the exercise of their duties and responsibilities;
4. Budget and employ available resources effectively and economically; and
5. Keep the School Committee informed on all matters concerning policy and budget.

### Organization

Within the human and financial resources provided by the School Committee, the Superintendent shall organize the school administration in the manner that will meet the goals of the school system.

### School Superintendent

The School Committee shall appoint a Superintendent of Schools who will implement its policy.

The Superintendent of Schools shall:

1. Serve as chief executive officer of the Hull Public Schools;
2. Act as educational advisor to and executive agent of the School Committee;
3. Provide educational leadership and develop and maintain the best possible educational program and services;
4. Determine the appropriateness and quality of the public school system's educational objectives, programs, services and personnel. The Superintendent shall encourage and strive to develop educational leadership within the professional staff and shall stimulate staff members to develop forward looking proposals to improve the system's educational offerings and services;
5. Direct the preparation of all curriculum and submit recommendations to the School Committee;
6. Develop and maintain a climate throughout the school system which is conducive to effective learning, and which facilitates effective instruction, professional development and the release and effective employment of the creative talents and energy of all professional staff;
7. Review the school organization and the administrative functions of the school system periodically and recommend to the School Committee such changes as may be required;
8. Establish administrative procedures and regulations for the conduct of the school which the Superintendent may deem to be in the best interest of the school system in supporting the plans and policies of the School Committee;
9. Recommend for the approval of the School Committee changes in school policies required for the direction and control of the schools, and the Superintendent shall keep in ready reference current records and manuals of the approved policies and administrative procedures;
10. Insure that these policies and administrative procedures are used by all administrative and professional personnel as guides in the performance of their duties and responsibilities;
11. Assign all personnel to schools, duties, subjects and grades and shall transfer them according to the needs of the system. The Superintendent shall have authority over and shall arrange for the control, classification, and promotion of pupils in the school system;

12. Develop and administer annual budgets for the school system and insure that all expenditures and purchases are appropriately controlled. In each annual budget the Superintendent shall show by major categories the amounts of money needed for operations of the school system of the ensuing year;
13. Keep the School Committee informed regarding the system's emerging school plant requirements. The Superintendent shall develop and recommend short and long range plans for repairs and alterations of present buildings and construction of new buildings and facilities;

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