

## Policy CBC - Duties of Superintendent

The Superintendent of Schools shall act as the Executive Officer of the West Bath School Administrative Unit Board of Directors, and under its direction and control, shall have the care and supervision of the school and students. 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:

BDB - Board Officers  
 BFE – Administration in Policy Absence  
 CHA – Administrative Procedures  
 GCQC - Authorization to Accept Resignations  
 GCSB - Employee Use of Social Media  
 GCFB - Recruiting and Hiring of Administrative Staff  
 GCF - Professional Staff Hiring  
 GCFB-R - Recruiting and Hiring of Administrative Staff - Procedures  
 GCI - Professional Staff Development  
 GCE - Recruitment, Nomination, and Appointment of Staff  
 GCK - Professional Staff Assignments  
 GCOA - Supervision of Professional Staff  
 GCSA - Employee and Volunteer Use of Computers  
 GDA - Support Staff Positions

First Reading: 11/02/16  
Second Reading: 12/7/16  
Adopted: 12/7/16