



EDUCATION . . .
Road To Success

HANCOCK PLACE SCHOOL DISTRICT

SECTION: 100 Central Office Administration
TITLE: 001 Superintendent of Schools

TITLE:	Superintendent of Schools
QUALIFICATIONS:	<ul style="list-style-type: none">* Master's Degree or higher, with a major in Educational Administration* Minimum of five (5) years as a building-level administrator* Superintendent's Certificate for the State of Missouri* Doctorate Degree, preferred
REPORTS TO / EVALUATED BY:	Board of Education
SUPERVISES:	All employees of the school district.
TERM OF POSITION:	12-Months (beginning fiscal year July 1 and ending June 30)
SALARY:	Negotiable
VACATION:	20 Days per fiscal year
CONTRACT:	One- (1), Two- (2), or Three- (3) Year Contract
JOB GOAL:	The goal of the Superintendent is to ensure the effective and efficient operation of the school district.
RESPONSIBILITIES:	<ul style="list-style-type: none">* The Superintendent shall be the chief executive officer of the School Board.* Since any large-scale and complex organization requires a system of management and staff relations, the final responsibility for leadership and administration must be the final responsibility of one individual. Divided responsibility usually develops conflict; therefore, the Superintendent shall serve as the individual with this final responsibility for the administration of the total educational system.* The Superintendent shall attend all Board meetings, except those or those portions of the meetings in which his/her own professional effectiveness and his/her own re-employment are being considered.* The Superintendent has the power to appoint administrative personnel in accordance with the best interest of the entire school district. Appointments of principals and key administrative personnel are submitted to the Board of Education for approval.* The Superintendent shall have the authority and must notify the Board of Education of the employment, transfer, reassignment, and discharge of all non-certificated personnel.* The Superintendent shall make recommendations to the Board for appointment, promotion, demotion, and discharge of all certified personnel. No vacancy will be filled without his recommendation. No employee shall be discharged until the Superintendent is convinced that the efficiency of said employee cannot be improved to meet the expectations of the Board.* The Superintendent may temporarily relieve any employee from his or her duties for just cause. Such suspension shall be immediately reported to the Board of Education.* The Superintendent shall make such assignments, reassignments, and changes that are, in his professional judgment, necessary to secure the highest efficiency of the entire staff, and it shall be reported to the Board.



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- * The Superintendent shall be charged with the responsibility for the professional development opportunities of the staff. He shall, from time to time, issue bulletins, circulars, and other curricular materials for the improvement of instruction.
- * The Superintendent shall be charged with the instructional program provided for students. The development and implementation of curriculum shall reflect standards established by the State of Missouri and shall be in the best interest of the students.
- * All directions from the Board to teachers, custodians, pupils, or any other school employee shall be communicated through the Superintendent.
- * The Superintendent shall administrate the operation and maintenance of the buildings and the equipment of the schools.
- * The Superintendent shall develop a budget for the approval of the Board of Education and to administer the budget as adopted by the Board, acting at all times in accordance with legal requirements and adopted policies of the Board.
- * The Superintendent has the authority to delegate duties and assignments that have been delegated to him. Although certain duties have been assigned or delegated to the Superintendent, this does not mean that he must physically perform the act. Nevertheless, he shall be responsible for the completion of the assignment in a just and equitable manner.
- * The Superintendent shall have the authority to adopt any rule or regulation that will, in his opinion, be in the best interest of the educational program, provided it is not in conflict with present school policies or school laws. The rule or regulation shall remain in effect until it is adopted or rejected by the Board. The Board of Education shall be notified immediately of such rule or regulation.
- * The Superintendent, in order to keep abreast of advances in the progression and in order to bring the school system recommendations for the best procedures and educational practices, shall be free to attend district and state educational meetings and visit other school systems.
- * The Superintendent shall encourage the use of the democratic process in which individual professional workers of the school system have a part in the development of school policies.
- * The Superintendent shall serve as the hearing officer at all student discipline hearings and shall report to the Board of Education all suspensions.
- * The Superintendent shall have power to suspend from the privileges of a classroom any pupil of gross misconduct or continual insubordination to the school organization or regulations. The Board alone has the power to expel a student.
- * The Superintendent may suspend a pupil for, not to exceed, 180 (one hundred eighty) days. In case of a suspension for more than 10 (ten) days, the pupil or his parents or others having his custodial care may appeal the decision of the Superintendent to the Board. In the event of an appeal to the Board, the Superintendent shall promptly transmit to the Board a full report in writing of the facts relating to the suspension.

Hancock Place School District
Date Approved: December 14, 2005
Date Revised: August 8, 2007