

School Board/Superintendent Responsibilities



School Board Member Qualifications

- ▶ Legal requirements to become a board member include:
 - ability to read and write,
 - hold U.S. citizenship and one year's residency in the school district,
 - have no interest in any contract with, or claim against the board,
 - not hold another position in an elected office, and
 - registered to vote in the district.

Election

- ▶ School board members are elected by the district's voters at the annual school election for terms of three years. To be included on the ballot, a candidate must:
 - obtain the signature of at least 10 qualified voters living within the district, and
 - file a petition at least 50 days prior to the election in the district.

Major Responsibilities

- ▶ Policy development
- ▶ Hiring and evaluation of the Superintendent.
- ▶ Planning
 - school district goals
 - annual school budget
 - approval of curriculum
 - negotiating on behalf of the public

Countless Hours/Thankless Work

- ▶ According to the National School Boards Association 63% of Board of Education members spend 11-50 hours per month on board related responsibilities.
- ▶ There is no pay or special privileges provided for being a board member.

Code of Ethics

► School board members must sign a code of ethics that includes:

- Desired changes shall be brought about only through legal and ethical procedures.
- Decisions will be made in terms of the educational welfare of children.
- Confine board action to policy making, planning and appraisal.
- Will make no personal promises nor take any private action that may compromise the board.
- Refrain from using the schools for personal gain or the gain of friends.
- Hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools.
- Support and protect school personnel in performance of their duties.
- Refer all complaints to the Superintendent and will act on the complaints at public meetings only after failure of an administrative solution.

As individuals, board members hold no authority. The whole board must act in concert to commit the board to any course of action.

Superintendent Responsibilities

- ▶ A non-voting member of the Board of Education.
- ▶ Hired by the Board of Education for a term lasting between 3 and 5 years.
 - Only position in school district that can not earn tenure.
- ▶ Must possess valid New Jersey Chief School Administrator Certification.

Responsibilities

Instructional Leadership

- ▶ Recommends for board adoption, curricula, courses, and textbooks.
- ▶ Ensures implementation and evaluation of all board-approved written curricula.
- ▶ Provides for curriculum articulation among grades and schools in the district and between constituent districts in the regional school system.
- ▶ Designs, implements and evaluates a comprehensive professional development plan for all staff members.
- ▶ Designs, implements and evaluates a mentoring and induction program for all certificated staff members.
- ▶ Ensures that staff receives those in-service training programs required by state or federal law.
- ▶ Designs, implements, evaluates and reports on a comprehensive system of student assessments.
- ▶ Remains aware and communicates current research and practice in the areas of curriculum and instruction.

Responsibilities Cont.

Personnel Administration

- ▶ Directs and supervises the administrative staff.
- ▶ Develops and implements recruiting procedures for all school positions.
- ▶ Monitors and when appropriate, participates in the interview process.
- ▶ Recommends the appointment, renewal and dismissal of all staff to the board.
- ▶ Recommends the transfer of staff members between school buildings to the board.
- ▶ Ensures that all staff are observed and evaluated annually in accordance with law and established procedures.
- ▶ Provides direction and serves as a resource for board representatives in negotiating with employee bargaining units.
- ▶ Supervises the administration of collective bargaining agreements.

Responsibilities – Cont.

Financial Management

- ▶ Ensures implementation of the board's financial policies and district procedures.
- ▶ Initiates and supervises development of the annual school budget.
- ▶ Communicates the educational and monetary impact of the budget to the community.
- ▶ Monitors the effectiveness and efficiency of school business practices.

Responsibilities – Cont.

Student Services

- ▶ Develops and oversees the delivery of the district's intervention and referral services.
- ▶ Ensures that a system of free and appropriate special education and/or related services is available to all pupils with educational disabilities.
- ▶ Develops and implements policies and procedures related to missing children and the reporting of allegations of child abuse and neglect.
- ▶ Implements a board-approved program of guidance and counseling services.
- ▶ Ensures access to public education for homeless students in accordance with state and federal law and administrative code.
- ▶ Ensures completion of the annual school nursing services plan.
- ▶ Implements and evaluates a comprehensive district crisis plan.

Responsibilities – Cont.

School/Community Relations:

- ▶ Solicits community opinions regarding school and education issues.
- ▶ Interprets district programs and services for parents and community members.
- ▶ Develops strategies to promote parental involvement in their children's education.
- ▶ Provides opportunities for meaningful parent-teacher interaction.
- ▶ Maintains contact and good relations with local media.

Responsibilities Final

Superintendent-Board Responsibilities:

- ▶ Prepares and recommends short and long range plans for board approval. Implements plans when approved.
- ▶ Provides for timely completion of annual district and school-level reporting and planning requirements.
- ▶ Attends all regular and special meetings of the board. Designates an administrative staff member to serve in his/her absence when appropriate.
- ▶ Recommends drafts of new policies or changes to the board.
- ▶ Establishes guidelines and processes for monitoring the implementation of board policies.
- ▶ Prepares agenda recommendations relative to all matters requiring board action.
- ▶ Provides advice and counsel to the board on matters before it.
- ▶ Provides a communication system to keep the board informed of district issues and critical information.
- ▶ Participates in the annual board self-evaluation.