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B. GENERAL ADMINISTRATION

B.1 ETHICS FOR ADMINISTRATORS

The school administrator is expected to maintain at all times high moral and ethical standards.

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REVISED: September 27, 2005

REA/ESPO consulted

B.2 SCHOOL SUPERINTENDENT

The Superintendent of Schools shall be the chief executive officer of the Board and shall be the administrator of the School District in accordance with State Laws, State Board of Education rules and regulations, and School District policies. The execution of all decisions made by the School District shall be delegated to the Superintendent of Schools.

B.2-1 SUPERINTENDENT'S QUALIFICATIONS

The Superintendent of Schools shall meet the minimum qualifications set forth by the Alabama School Code. The Alabama School Code delineates the following qualifications for city superintendents of schools.

The person must hold the requisite certificate according to state board regulations.

The person must be a graduate of an accredited four year college or university or have equivalent education.

The person must have three years of successful educational experience.

The person must be knowledgeable in school administration.

B.2-2 SUPERINTENDENT'S DUTIES

The Superintendent of Schools is by law the chief executive officer of the Board and the head of the School District. He may delegate responsibility for the operation of the various components of the School District, but shall be responsible to the Board for the results produced.

The specific duties of the Superintendent of Schools shall be, but not limited to, the following:

The city superintendent of schools shall be the chief executive officer of the city board of education and shall see that the laws relating to the schools and the rules and regulations of the city board of education are carried into effect.

The city superintendent of schools shall explain the true intent and meaning of the school laws, and of the rules and regulations of the city board of education and the State Board of Education, subject to the provisions of this title.

The superintendent shall decide, without expense to the parties concerned, all controversies and disputes involving the rules and regulations of the city board of education and the proper administration of the public schools.

B.2 continued
B.2-2 continued

The superintendent shall have authority to administer oaths and to examine under oath witnesses in any matter pertaining to the public schools of the city and to cause the examinations to be reduced to writing.

The superintendent of schools shall conduct all correspondence of the board, keep and preserve all of its records, receive all reports required by the board and see that such reports are in proper form, complete and accurate. He shall attend all meetings of the board and of its committee and shall have the right to give advice on any motion under consideration, but shall have no vote. In case the secretary is absent, the board shall appoint some member of the board or a teacher in the schools under the jurisdiction of said board to act for the time being.

To serve as the medium of communication between the Board and all system employees.

To recommend to the Board the number and types of positions required to provide necessary personnel for the operation of the School District's educational program.

To nominate for appointment, to assign, to re-assign, and to define the duties of all personnel, subject to Board approval.

To keep the Board continually informed on the condition of the School District.

To relate the School District's story to the public.

To serve as Secretary to the Board.

To carry out any other functions delegated by the Board.

B.2-3 APPOINTMENT OF THE SUPERINTENDENT

The Board shall appoint the Superintendent of Schools for a term agreed upon by the Board and the Superintendent.

B.2-4 SUPERINTENDENT'S COMPENSATION AND BENEFITS

The salary and other benefits of the Superintendent of Schools shall be determined at the time of appointment by the Board. The salary and/or other benefits shall be negotiated for the term for which he is appointed and shall not be reduced during such term.

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REA/ESPO consulted

LEGAL REFERENCE: School Code 1927, §§195, 221; Code 1940, T. 52, §§155, 179;
AL Code §16-12-3

B.3 CONSULTING BY PROFESSIONAL PERSONNEL

Professional personnel are encouraged, by the Board, to participate in educational seminars, workshops or other such related activities as a member or as a consultant, if such participation is deemed beneficial to the school system and does not interfere with his school duties.

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REA/ESPO consulted

B.4 ADMINISTRATIVE JOB DESCRIPTIONS

It shall be the duty of the Superintendent to assure that job descriptions are prepared for all personnel employed by the School District. When necessary, he shall review and update job descriptions for all personnel. Further, he shall familiarize said personnel with their duties and responsibilities as defined by job descriptions.

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REA/ESPO consulted

B.5 ADMINISTRATIVE POSITIONS

Administrative and supervisory positions for the School District are defined as follows:

- Superintendent
- Assistant Superintendent
- Local School Principals
- Assistant Principals
- Federal Programs Coordinator
- Special Education Coordinator

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REA/ESPO consulted