

RESPONSIBILITIES OF SUPERINTENDENT

The Nye County Superintendent will have the following primary responsibilities:

- Implements Board policy; plans and carries out actions designed to attain the priorities of the Board
- Recommends to the Board such policies, standards and procedures necessary to attain the educational goals and student achievement within the district
- In conjunction with the Board, prepares and executes the school district budget and effectively manages all other fiscal matters
- Works in cooperation with community groups, school committees, teachers, administrators, students and parents to evaluate and constantly improve the instructional program of the district
- Demonstrates skill in clear, concise, written and verbal communication and communicates effectively with individuals and groups

Powers and Duties:

The Superintendent shall be directly responsible to the Board of Trustees for the exercise of the following duties:

- Assist in preparation of the agenda for each Board meeting, attend all meetings, and participate in all deliberations of the Board except when discussions concern his/her contract or evaluation
- Supervise all employees directly or through his/her administrative staff
- Follow district regulations in the employment of certified personnel
- Assign, transfer and promote all employees in conformance with district regulations
- Recommend policies to the Board and develop policies as directed by the Board
- Provide the Board with all accurate and timely data required by them to make informed decisions
- Plan for implementation and enforcement of the policies, rules, regulations and decisions of the Board and be responsible for the dissemination of all policies, regulations and general orders adopted by the Board

- Be responsible for the general efficiency of the school system, including all phases of district operation
- Devise procedures that assure programs are responsive to current and future student need, and compatible with community expectations
- Maintain ongoing evaluations of all phases of district operations and report them to the Board on a scheduled basis
- Encourage staff development based on established research and the shared creative experience of all personnel in order to maintain high levels of performance
- Take leadership in developing a basic policy for constructive relations between schools and the community
- Manage school-related conflict in a positive manner
- Understand collective bargaining process

The Superintendent, subject to the approval of the Board of Trustees, may delegate any of the powers and duties, which have been entrusted to him/her. He/She shall continue to be responsible to the Board for the success of the duties so delegated.

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