

6Gx53-2.001 SUPERINTENDENT OF SCHOOLS:

The Board shall employ a Superintendent, as provided by law. The Superintendent devotes full time to his or her position as secretary and chief executive officer of the Board, performing all duties and responsibilities listed in the law, and exercising authority for the administration of the total school program. His or her duties shall specifically include:

I. Duties:

A. Meetings:

1. Assist in the organization meeting of the Board to assure that all requirements of the law are met.
2. Attend all meetings of the Board.

B. Minutes: Keep minutes of all official actions and other records as may be necessary.

C. School Program: Prepare and recommend to the Board long term and annual plans for the overall school program, including vocational and exceptional education, location and development of school centers, school transportation, personnel, instruction, budgets, and other necessary features of the overall program as follows:

1. Recommend policies for student welfare, including rules for attendance, promotion, graduation, health services, and control of students.
2. Recommend policies involving operation of schools, such as classification and consolidation of schools, school calendars, school lunch, attendance area, etc.
3. Act as custodian of school property, including recommendations for acquisition and disposition of real and personal property.
4. Recommend plans for school construction, purchase of sites and equipment, maintenance and operation of buildings.

5. Recommend policies and procedures for the transportation of students.
6. Recommend appointment of personnel and policies relating to personnel, such as salary, contracts, and working conditions.
7. Recommend appropriate courses of study, textbooks, libraries, and other instructional aids.
8. Make necessary financial recommendations including budgets, tax levies, borrowing money, and accounting for funds. Keep the necessary financial records and prepare payrolls.
9. Keep all records and reports necessary to meet legal requirements and to provide for the adequate operation of the system.
10. Develop internal procedures to ensure compliance with the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA).
11. Develop internal procedures to conduct annual employee compliance training including, but not limited to work place harassment and sexual harassment.

D. Other Requirements: For further details and other requirements, see Sections 1001.51, 1006.08, 1006.21, 1006.28, and 1012.27, Florida Statutes.

II. Authority:

A. Emergencies: From time to time, emergency situations might arise which would call for immediate decisive action by the Superintendent of Schools, which, under more normal situations, would clearly be beyond the scope of his duty and authority. It shall be the policy of the School Board that the Superintendent of Schools shall act in emergency situations so as to preserve and protect the lives and property of students and staff personnel.

B. Closing of Schools: When circumstances of weather, power failure, lack of water or heat, work stoppage, epidemic, or other civil or natural emergency make it impossible or unsafe to open any of the schools in the county, the Superintendent of Schools shall have the power to close any school so affected. When the Superintendent of Schools does close one or more schools under the above-granted authority, he or she shall immediately notify the Board Chair of his or her actions together with the reasons for his or her action.

C. Policies and Regulations/Manuals:

1. The Superintendent shall have authority to issue such directives and to prescribe such procedures as may be necessary to carry out the purposes of the School Board regulations and policies and the provisions of law and State Board of Education Regulations.

2. The Superintendent may issue such administrative manuals or booklets of instruction as he may deem necessary for the effective administration of the school system and distribute them to the employees directly concerned.

3. Insofar as the provisions of such manuals and directives are not in conflict with these rules and regulations or with officially adopted policies of the Board, law or state regulations, the provisions thereof shall be binding upon the employees.

4. The Superintendent may not, however, issue any directive that has the force of a rule.

III. Temporary Incapacity: When the Superintendent is temporarily unable to perform the duties of office, the Associate Superintendent of School Based Operations will assume the duties as Acting Superintendent until the Board appoints an Acting Superintendent during a regular or emergency meeting and in accordance with the procedures described in Florida Administrative Code 6A-1.421.

IV. Employment Status:

A. Continuous Service: The service of an employee who assumes the position of Superintendent of Schools, by election or appointment, shall be construed as continuous service to the Board for all legal purposes, including, but not limited to, job security, longevity of service, and terminal pay benefits.

B. Termination of Employment Status: An employee so serving is not mandated to terminate his or her status as an employee upon assuming the position of Superintendent, but may do so at his or her option at the time of assuming the position, or at a later date by requesting termination of employee status.

Statutory Authority: Florida Statutes 1001.32, 1001.41, 1001.42, 1001.43

Laws Implemented: Florida Constitution, Article IX, Section 5; Florida Statutes 1001.461, 1001.49, 1001.50, 1001.51, 1006.08, 1006.21, 1006.28, 1012.27; and Florida Administrative Code 6A-1.0421

Adopted: July 26, 1972

Readopted: April 28, 1987

Amended:

December 12, 1974

June 11, 1991

July 23, 1991

August 12, 2003

September 27, 2005