

Board-Superintendent Duties

The Ashland School Board and the Superintendent form the district's leadership team. The Board believes that policy-making is a primary function of the school board and that the execution of those policies is the primary function of the Superintendent.

The Superintendent manages the school within the Board's policies and frees the Board to devote its time to policy-making and appraisal functions. The Board provides the Superintendent with authority to act within the limits of the law, Board policy, the execution of Board decisions, the operation of school programs, propriety and common sense.

The Superintendent shall(as outlined in Ed. 302):

- Serve as the executive officer of the local school district or districts within the school administrative unit.
- Be responsible for the overall administrative and leadership services of the SAU.
- Develop and maintain a public school, staffed by certified educators, qualified professionals, and persons providing support services.
- Provide, develop and implement procedures to achieve educational objectives within the school district.
- Nominate all certified staff and appoint other employees in accordance with state law.
- Direct and supervise the work of all employees of the district and have the responsibility necessary to make such direction effective. (The Superintendent may delegate powers and duties to other personnel.)
- Be responsible for the selection and purchase of textbooks and other supplemental materials and supplies.
- Be responsible for developing and recommending to the school board an annual budget for the support of the educational program and for the operation and maintenance of the school.
- Be responsible for developing and maintaining an accounting system and financial reporting procedures for all funds in accordance with district policy, and state and local laws.
- Be responsible for developing an educational plan including curriculum, instruction, and assessment programs for the district and recommending a program of studies suitable to the needs of the pupils and community.
- Remove a teacher or other employee of the district in accordance with RSA 189:31.
- Provide for temporary staff to fill vacancies and provide supplies immediately needed for the operation of the school.
- Maintain records and file reports as required by the state board of education.
- Admit pupils to assigned classes and grades, consistent with school board policies.
- Maintain a safe environment for pupils free of hazardous conditions.
- Be responsible for the evaluation of personnel and programs in accordance with school district policies.
- Be responsible for the implementation of state board rules.
- Be responsible for the recommendation of an annual maintenance program and long-term capital improvement plan.

- Be responsible for implementing the school board's community relations and communication program.
- Be responsible for implementing school board policies.

DUTIES OF SCHOOL BOARD (as outlined in Ed. 303):

- Adopt policies necessary and desirable to control and effectuate the recruitment, employment, evaluation and dismissal of teachers and other employees and may delegate authority to the superintendent of schools to carry out the provisions of such policies provided that no teacher shall be employed who is not certified or who has not been nominated by the superintendent of schools and elected by the school board.
- Adopt policies necessary and desirable to control and effectuate the purchase of equipment, supplies, or services and may delegate to the superintendent of schools the authority to make financial commitments in accordance with such policy.
- Provide, through documented planning and public meetings and quorum votes, accommodation for all pupils in approved schools or other facilities in accordance with state law.
- Provide required transportation of students consistent with these rules and provide that all school buildings and other learning environments be maintained in a manner consistent with standards of health and safety as required by these rules.
- Prepare an annual budget in accordance with RSA 32 and comply with all federal and state laws and rules.
- Hold meetings for the transaction of business at least once in 2 months and require the attendance of the superintendent or designee. The board shall cause a written record to be kept of each meeting in accordance with RSA 91-A.
- In consultation with the superintendent and in accordance with statutes and rules of the state board of education, determine the educational goals of the district, develop long-range plans and identify measurable and attainable short-term objectives. The school board shall require the implementation of educational programs designed to reflect the goals and objectives and, further, the school board shall review such programs and make public the results of such investigation.
- Exercise all powers and perform all duties vested in and imposed upon the school board by law or rules of the state board.

Legal References:

ED. 302 Duties of School Superintendents

ED. 303 Duties of School Boards

RSA 189:31 Removal of Teacher

RSA 91-A Access to Governmental Records and Meetings

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