

**HESPERIA UNIFIED SCHOOL DISTRICT**  
**Hesperia, California**

**ARTICLE 2**

**ADMINISTRATION**

**Series 2000**

		<u>Code</u>	
0.	Concept & Roles in Administration.....	2000	SEE NEW
	A. Goals & Objectives . .....	2010	
1.	Administrative Staff Organization x4300.....	2100	SEE NEW
	A. Organization Chart(s).. .....	2110	SEE NEW
	1. Line of Responsibility (Changed to Supt. Governance Standards) . .....	2111	SEE NEW
	B. Superintendent of Schools (Changed to Superintendent Recruitment & Selection) .....	2120	SEE NEW
	1. Superintendent's Contract .....	2121	BP
	2. Superintendent of Schools: Job Description (Changed to Superintendent's Job Description).....	2122	AR
	3. Evaluation . .....	2123	
	4. Evaluation of the Superintendent .....	2140	SEE NEW
2.	Administrative Operations. ....	2200	
	A. Administrative Leeway in Absence of Governing Board Policy . .....	2210	SEE NEW
	B. Review of Administrative Decisions .....	2220	
	C. Representative and Deliberative Groups .....	2230	SEE NEW
	D. Management and Communication Systems (includes announcements, printing and distributions).....	2240	
	E. Policy/Regulation/Bylaw Development.....	2241	
3.	Administrator Vacation . . . . .	2250	DELETED
4.	Conflict of Interest Code: Designated Personnel x9270.....	2300	SEE NEW

Administration

Superintendent's Contract

The Governing Board shall employ a Superintendent for a term of not more than four years. The Superintendent's contract may be terminated early at the discretion of the Governing Board.

Contract Renewal

The Board may terminate the Superintendent's contract or reemploy the Superintendent for another term of not more than four years on terms and conditions mutually agreed upon by him/her and the Governing Board. The new term shall commence on the effective date of the termination of his/her existing term of employment.

Legal Reference:

EDUCATION CODE

35031 Term of employment

Policy

Adopted: 10/12/87

Administration

Superintendent of Schools: Job Description

1. The Superintendent of Schools is the chief executive officer of the Governing Board. (Education Code 35035)
2. The Superintendent shall act as secretary to the Board.
3. The Superintendent is responsible for carrying out all policies established by the Board.
4. In cases not specifically covered by Board policies, the Superintendent shall take appropriate action and report such action to the Board.
5. All individuals employed by the Board are responsible to the Superintendent.
6. The Superintendent shall establish such regulations and give such instructions to school employees as may be necessary to make the policies of the Board effective.
7. The Superintendent shall be present at all meetings of the Board and its special committees except when matters pertaining to his/her re-employment are being considered by the Board. The Superintendent shall be advisor to the Board in all its deliberations.
8. The Superintendent shall be responsible for preparing and submitting the district budget to the Board for the ensuing fiscal year. He/she shall revise and take any other action concerning the budget as the Board may designate.
9. The Superintendent shall submit periodic financial and budgetary reports to the Board. The report shall include any outstanding obligations incurred by the school district. (Education Code 35035)
10. In accordance with policies of the Board, the Superintendent shall have power within the limits of major appropriations approved by the Board to approve and direct all purchases and expenditures.

AdministrationSuperintendent of Schools: Job Description (continued)

11. The Superintendent shall submit, in writing, his/her recommendations in respect to all candidates for employment. The Board shall accept or reject such recommendations, but shall employ candidates only on the Superintendent's recommendation.
12. The Superintendent shall determine whether certificated employees have a valid certificate as required by law. (Education Code 35035)
13. The Superintendent shall formulate and recommend, for the consideration of the Board, personnel policies needed for efficient functioning of the district staff.  
  
The Superintendent shall have the power to transfer certificated employees from one school to another. His/her decision shall be based on the best interest of the district and be consistent with the adopted Board policy concerning transfers. (Education Code 35035) (cf. 4114 - Transfers/Reassignment)
15. The Superintendent is responsible for the development of plans for maintenance, improvement or expansion of building and site facilities.
16. The Superintendent is responsible for developing a communications system (network) which will keep the community informed. He/she shall serve as a representative of the schools before the public.
17. Within budget appropriations and travel policy set by the Board, the Superintendent is authorized to approve travel expenses for employees on official business.
18. The Superintendent shall keep and regularly update an inventory of all property, furnishings, material and supplies of the district.
19. The Superintendent shall formulate and administer a program of supervision for all schools.
20. The Superintendent shall recommend to the Board a student's expulsion under the appropriate circumstances. (Education Code 48900)
21. The Superintendent shall submit a school calendar for the ensuing school year to the Board for approval.

Legal Reference:

EDUCATION CODE

35020 Duties of employees set by governing board  
35026 Employment of district superintendent by certain  
districts  
35028 Qualifications of employment  
35029 Waiver of certification requirement for chief  
administrative office of the district  
35031 Term of employment (up to four years)  
35032 Salary increases  
35033 District superintendent for certain unified school  
districts (on formation of district)  
35034 District superintendent of certain unified districts  
35035 Additional powers and duties of superintendent  
48900 Authority of superintendent of recommend suspension  
or expulsion

Regulation

approved: 10/12/87