

## **SUPERINTENDENTS POWERS AND RESPONSIBILITIES**

### Purpose:

The policy is to define in general terms the responsibility and authority of the Superintendent of Schools.

### Scope and Applicability:

This policy will cover the selection of the Superintendent, and general duties, including suspensions, appointments, assignments of student and recording procedures.

### General Duties:

The Superintendent shall be the executive officer of the Franklin Public Schools, and under the general direction of the School Committee, shall be responsible for the care and supervision of the public schools, shall assist in keeping records and accounts and in making such reports as required by law, and shall recommend to the Committee changes in policy and budget.

### Attendance at Meetings:

He/she shall attend all meetings of the Committee, but shall not remain when his/her own selection or salary is under consideration. The Superintendent is a ex-officio member of all subcommittees of the School Committee. He/she shall have the right to speak upon all questions before the School Committee but not to vote.

### Education:

He/she shall acquaint him/herself with whatever concerns the progress of quality education and shall, from time to time, recommend to the Committee such improvements as shall seem to him/her wise and practicable.

## ***Courses of study***

He/she shall supervise the preparation of all courses of study and shall submit to the Committee for its consideration such new courses as he/she shall recommend.

### Temporary Appointments:

He/she shall have power to fill vacancies caused by temporary illness or necessary absence of teachers or other employees, and to make other temporary arrangements relative to the schools which he/she may deem proper.

### Suspensions/Terminations:

He/she may suspend/terminate any employee for improper conduct, insubordination, unfaithfulness to duty, or performance. In recognizing the due process rights of employees, the Superintendent will provide to the School Committee general information only of the action taken.

### Visits to Schools:

He/she shall visit each school as often as is practicable and carefully examine its condition. He/she shall advise with administrators as to the best methods of management and instruction and shall give direction for the proper classification and promotion of pupils. He/she may hold meetings with teachers at such times as mutually agreed upon.

Records, Registers and Reports:

He/she shall see that the school records and registers are properly kept, and that the necessary reports are made by the supervisor, Principals, teachers, and other employees with care, promptness, and accuracy.

Pupil Reports:

He/she shall recommend a system of reports to inform the parents of the attendance, scholarship, conduct, and health of their children and to promote the cooperation of parents and teachers.

Notices to Employees:

He/she shall promptly notify teachers and other employees of their appointment and of any change in the district's rules and regulations.

Fire Drills:

He/she shall require the Principals to coordinate with the Franklin Fire Department to instruct and train pupils by means of drills, so that they may be able to leave the building quickly without confusion.

Annual Report:

The Superintendent shall, at the close of the academic year, submit to the Committee a written report of the general condition of the schools. The report may be adopted as the annual report of the Committee.

Clarification:

This policy is supplemented by the signed contract between the Franklin School Committee and the Superintendent of Schools.

**LEGAL REFS.:** **M.G.L. CH 39:23B(2)**

M.G.L. CH 71:59

CROSS REF.: CM, School District Annual Report

