

Administration

COUNTY SUPERINTENDENT OF SCHOOLS

SP 2120.00

The County Superintendent of Schools shall be the chief executive officer of the County Office of Education. The County Superintendent is the professional advisor of the County Board of Education and is responsible for the management of the school/programs as authorized by the County Board policies. He/she shall have general supervision of the County Office of Education schools, programs, staff, and operation.

The County Superintendent, as an elected state constitutional officer and working in cooperation with the County Board, assumes the administrative and leadership responsibilities for the County Office of Education. It is the County Superintendents responsibility to provide a staff to carry out legislative mandates for educational services to the school districts, and to provide interpretation, enforcement, and implementation of state laws, as well as regulations of the State Board of Education and the Superintendent of Public Instruction.

The County Superintendent has the power to make decisions concerning internal operations of the County Office of Education. The County Superintendent may delegate to other school staff any duties imposed upon him/her by the policies or vote of the County Board, as far as the law permits. This delegation of power or duty shall not relieve the County Superintendent of responsibility for actions taken by his/her designees.

The County Superintendent shall have general supervision of all personnel as provided in law, and shall develop and execute consistent, fair, and fiscally sound personnel procedures and practices, including an evaluation program for all County Office of Education employees. He/she shall oversee all financial operations of the County Office of Education and actively seek out new funding sources for the schools needed services.

The County Superintendent shall take an active leadership role in the development and improvement of the instructional program. He/she is expected to create a feeling of unity and enthusiasm among students, staff, and sites for the accomplishment of County Office of Education goals.

The County Superintendent shall articulate educational issues and values before the community and other governmental agencies. He/she shall be accessible to community members and shall work with them to further the County Office of Education goals and build a strong, positive community attitude toward the Mendocino County school systems.

The County Board expects the County Superintendent to remain current on educational thought and practices by reading educational publications, attending educational conferences, and visiting other school systems in the interest of improving the countys instructional program and overall operation. The Superintendent shall inform the Board

and staff of new developments and significant events in the field of education.

Legal Reference:

EDUCATION CODE

1040 et seq. Duties and responsibilities of county board of education

1200 et seq. Appointment, qualifications, salary, and expenses of county superintendent

1240 et seq. Powers and duties of county superintendent of schools

1310 et seq. Classified county school employees

35020 Duties of employees fixed by governing board

35026 Employment of district superintendent by certain districts

35028 Qualifications for employment

35029 Waiver of credential requirement

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 for certain unified school districts

35035 Additional powers and duties of superintendent

39656 Delegation of powers to agents; liability of agents

39657 Delegation of authority to purchase supplies, equipment, and services; limitations on expenditure

MENDOCINO COUNTY OFFICE OF EDUCATION

Date Adopted: 04/27/2000

Date Revised: