Article IV.A. Superintendent’s Executive Council

The superintendent’s executive council shall consist of the deputy superintendent, assistant superintendents, the business administrator/treasurer, and other administrators as selected by the superintendent. Members of the executive council are responsible for the following:

A. Perform duties as assigned by the superintendent.

B. Assist in the formulation of new policies and procedures for the district.

C. Meet and confer regularly with the superintendent regarding the interpretation and definition of district policies.

D. Keep the superintendent informed on all aspects within their specific area of responsibility including administrative and instructional practices as they relate to board policy.

E. Evaluate and make recommendations to the superintendent for the selection, assignment and promotion of district administrators within their area of assigned responsibility.

F. Represent the district on state and local committees.

G. Establish clear job responsibilities and descriptions for each assigned staff member.

H. Define limits of authority and clarify working relationships with and among assigned staff members.

I. Develop and organize opportunities for professional growth and inservice training.

J. Develop and implement systematic supervisory techniques to assure quality professional practices.

K. Administer requests for professional, personal leaves and special use of sick leave for assigned staff members.

L. Be responsible for budget control, payroll authorization for areas of responsibility and shall act on all requests for travel, conference, convention and workshop attendance for administrative staff.

M. Recommend new and replacement equipment and capital outlay projects.

N. Review and approve grant proposals as assigned for federal, state or foundation funding.

O. Study the unique needs of their assigned operational units and recommend the appropriate means of meeting those needs.