

**APPENDIX**

**SECTION C: GENERAL SCHOOL ADMINISTRATION**

<b><u>Code</u></b>	<b><u>Title</u></b>
CB-R	Duties of School Superintendents
CFA-R	Duties of School Principals

**DUTIES OF SCHOOL SUPERINTENDENTS**

Ed 302.1 Executive Officer

The Superintendent shall serve as the executive officer of the local School District or Districts within the School Administrative Unit, and shall be responsible for the following duties:

1. The Superintendent shall be responsible for planning and administering the activities of the local School District or Districts within the School Administrative Unit subject to statutory requirements, these rules, and the policies of the local Districts.
2. The Superintendent shall develop and maintain a system of public schools, staffed by certified educators, qualified professionals, and persons providing support services.
3. The Superintendent shall provide, develop, and implement procedures to achieve educational objectives within the local School District or Districts within the School Administrative Unit.
4. The Superintendent shall be directly responsible to the local School District or Districts within the School Administrative Unit Board.
5. The Superintendent may nominate for School Administrative Unit Board appointment one or more assistants, including assistant superintendents, and business administrators. The Superintendent may assign duties for the efficient management of the School Administrative Unit.

Ed 302.02 Substantive Duties

The Superintendent shall:

1. nominate all certified staff, and appoint other employees in accordance with state law, the rules of the state Board, and School Board policies;
2. direct and supervise the work of all employees of the District or Districts within the school administrative unit, and shall have all powers necessary to make such direction effective, as outlined in RSA 194-C:4. While the Superintendent has ultimate responsibility, he/she may delegate powers and duties to other personnel;
3. be responsible for the selection and purchase of textbooks and all other supplemental materials and supplies in accordance with the rules of the School Board and the state Board, and see that the same are distributed to the school, accurately accounted for and economically used;
4. be responsible for developing and recommending to the School Board or Boards within the school administrative unit the annual budget for the support of the educational program, and for the operation and maintenance of schools within the District or Districts and the school administrative unit in accordance with School Board policy;

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5. be responsible for developing and maintaining an accounting system and financial reporting procedures for all funds in accordance with local School Board policy, and local and state laws;
6. be responsible for the development of an educational plan for the District or Districts, and for recommending a program of studies suitable to the needs of the pupils and the community in accordance with local School Board policies, state statutes, and state Board rules;
7. remove a teacher or other employee of the District in accordance with RSA 189:31;
8. recommend the dismissal of certified staff to the School Board, which has the authority to dismiss in accordance with RSA 189:13;
9. provide for temporary staff to fill vacancies, and shall provide supplies immediately needed for the operation of schools;
10. be responsible for maintaining records and filing reports as required by the State Board of Education and the local School Boards;
11. admit pupils to the resident School District in accordance with the laws of the state and the rules of the state Board and policies of the local Board;
12. direct pupils to assigned classes and grades;
13. maintain a safe environment for pupils free of hazardous conditions;
14. be responsible for the evaluation of personnel and programs in accordance with local School Board policies;
15. be responsible for implementation of state Board rules, which apply in the area of the Superintendent's jurisdiction.

**DUTIES OF SCHOOL PRINCIPALS**

Ed 304.01 Substantive Duties

1. The school principal shall be responsible for the following:
  - A. The internal organizational structure of the school;
  - B. All programs of the school;
  - C. The governance of the total student body;
  - D. The utilization of technology; and
  - E. The utilization of the facility in accordance with local School Board policy and/or as directed by the Superintendent of Schools.
2. Additionally, the school principal shall:
  - A. Evaluate and make recommendations to the Superintendent concerning candidates for professional and support staff positions in accordance with local School Board policy or as directed by the Superintendent of Schools.
  - B. Assign, direct, and evaluate all personnel employed with the school administrative unit in accordance with local School Board policy, administrative regulations, and as directed by the Superintendent of Schools.
  - C. Perform any other duties assigned by the Superintendent of Schools in accordance with local School Board policy, state statutes and regulations of the State Board of Education.