

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**POLICY No. 303
CERTIFIED STAFF**

SUPERINTENDENT OF SCHOOLS

Primary Function: To Serve as chief executive officer of the District

Directly Responsible to: Board of Trustees

Immediate Subordinates: Assistant Superintendent, Directors and other certified and classified personnel as assigned

Assigned Responsibilities:

1. Serves as chief executive officer of the District.
2. Develops, recommends and interprets policy decisions of the Board of School Trustees.
3. Reports progress and needs of the District to the Board of School Trustees and recommends any needed action.
4. Interprets and communicates decisions, actions and policies of the Board of School Trustees to staff, pupils, parents and the community.
5. Develops and promulgates administrative rules, regulations and procedures to implement Board of School Trustees policy, decision and actions.
6. Recommends to the Board of School Trustees all staff actions requiring ratifications.
7. Establishes procedures for selecting, orienting, training and developing all district personnel.
8. Assigns and exercises administrative authority and control over all district personnel.
9. Administers all schools and programs of the district.
10. Exercises control over the quality of all programs of instruction, the fiscal administration and accountability, and the administration of all personnel policies.
11. Recommends an annual budget to the Board of School Trustees and administers the final adopted budget.

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12. Performs such other duties as may be specified by law, the regulations of the State Board of Education, the rules and regulations of the Carson City Board of School Trustees, and directions of the Board of School Trustees.

Adopted: August 29, 1979