ADD TO WAYNE COMMUNITY SCHOOLS POLICIES

**Policy 2002**

**ADMINISTRATION**

**Authority and Responsibility of the Administration**

The Board appoints a Superintendent of Schools as its chief administrative officer. The Superintendent shall organize an administrative team to provide effective and efficient administration of the policies of the Board, the administrative regulations, and the educational program.

The Superintendent may delegate to other staff members certain powers and duties that the Board has entrusted to him/her with the exception of the following: evaluation of administrative staff, general supervision over all school employees (certificated and non-certificated), preparation and recommendation of an annual budget, and preparation for monthly Board meetings including such things as the agenda and Board packet. However, in those instance where the Superintendent does delegate necessary duties for the efficient operation of the district, he/she shall remain responsible for the execution of such powers so delegated.

The Superintendent shall have authority to implement his/her responsibility through such things as:

1. Requiring reports from all staff members as necessary;
2. Assigning or transferring staff members in accordance with Board policies and/or contracted agreements;
3. Forming committees or task forces to make plans or recommend procedures;
4. Directing the work of all staff members in accordance with the organizational plan.

Administrative positions in the school system are recommended by the Superintendent and approved by the Board. In addition, some positions are required by law. It is the intent of the Board to activate a sufficient number of such positions, to promote the attainment of the District’s goals and provide for the effective management of the District.

In each of these cases, the Board will approve by motion during an official meeting, the broad purpose and function of the position, and delegate to the Superintendent the task of writing, or causing to be written, a job description for the position.

The Board directs the Superintendent to maintain, in the central office of the District, a written comprehensive set of job descriptions for all administrative positions.