

Administration

Superintendent of Schools

The Superintendent of Schools is the Chief Executive Officer of the Orange Board of Education.

The Superintendent takes the initiative in presenting to the Board policy and planning issues for the Board's attention and advises the Board of policies and plans that the Board takes under consideration. The Superintendent shall prepare and submit to the Board recommendations relative to all matters requiring Board action and shall provide the Board such necessary and helpful information and reports that may assist the Board on making informed decisions.

The Superintendent or his/her designee as approved by the Orange Board of Education shall attend all meetings of the Board of Education and shall participate in all Board deliberations, except when matters relating to the Superintendent's own employment are under consideration. The Superintendent shall receive notice of all Board and Board Committee meetings, and the Superintendent or his/her designee may attend all such meetings.

Relationship within the School Organization

In harmony with the policies of the Orange Board of Education, State Laws, and State Board of Education Regulations, the Superintendent has executive authority over the school district and responsibility for its supervision and direction.

The Superintendent has the general authority to act at his/her discretion upon all emergency matters and all other matters as to which his/her powers and duties are not expressly limited or are not particularly set forth.

The Superintendent shall be responsible to the Board as a body and not to the individual members of the Board.

The Superintendent will provide leadership, guidance, and direction to all members of the administrative, instructional, and support staffs in setting and achieving high standards of excellence and will serve as a professional example of dedicated service committed to providing meaningful and appropriate educational programs and services for all children in the district.

The Superintendent will oversee and administer the use of all district facilities, property, and funds so as to achieve maximum efficiency and effectiveness in accomplishing the goals of the school district.

Specific Responsibilities

Personnel and Staffing

The Superintendent will administer all personnel policies and procedures and ensure adherence to all legal and contractual requirements regarding personnel. The Superintendent will select and employ the best qualified and most competent personnel available to serve the district. The Superintendent will direct the employment, assignment, and utilization of all personnel within policy guidelines of the Board of Education. The Superintendent will implement district-wide staff development and evaluation programs consistent with State guidelines and Board goals. The Superintendent will discipline and suspend personnel from duty for serious misconduct and behavior detrimental to the welfare of the schools.

Curriculum and Program

The Superintendent will implement and evaluate a planned, ongoing, and systematic program of instruction consistent with State mandates and local requirements. The Superintendent will ensure the consideration of the latest research and developments in the fields of learning theory and curriculum development. The Superintendent will assist the Board in setting curriculum and program priorities.

Budgeting and Fiscal Operations

The Superintendent will provide a system for the effective implementation, management, control, and analysis of the budget. The Superintendent will establish procedures to maintain the integrity of financial services and achieve fiscal accountability.

The Superintendent will implement budget development systems that will consider all areas of program and service needs, provide for broad staff participation in identifying and evaluating budget needs, and lead to a carefully considered budget proposal.

Facilities and Transportation

The Superintendent will implement procedures and programs for the efficient care of school buildings and equipment. The Superintendent will evaluate buildings and equipment and for their maintenance, improvement, and replacement.

The Superintendent will provide adequate and safe transportation for students within the district as well as for those students for whom the district is responsible who are assigned to programs beyond the district.

Planning

The Superintendent will anticipate future district needs through collaborative efforts with the school staff and community. The Superintendent will develop long and short range plans to prepare the district to meet such needs in curriculum, pupil services, facilities, and staffing. Planning efforts will consider emerging changes and developments in community demographics, curriculum research, learning theory, and resources and facilities management.

Parents and Community Relations

The Superintendent will maintain a program of public information to keep parents and the general public well-informed regarding educational policy, school curriculum, pupil progress, school needs, school successes, and emerging educational programs and services to effect a cooperative working relationship between the schools and the community. The Superintendent will maintain effective working relationships with all agencies of the municipal government.

Policy adopted: April 15, 2013

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Superintendent of Schools

The Superintendent of Schools is responsible for providing the leadership necessary in developing and maintaining the best possible educational programs and services for the youth of Orange in grades PreK-K-6. The Superintendent is directly responsible to the Board of Education for the implementation of policies and day-to-day administration of the school system. Moreover, the Superintendent supervises all administrative supervisory personnel of the school system.

Superintendent Performance Responsibilities

1. Attends and participates in all meetings of the Board and its committees, except when own employment or salary is under consideration.
2. Advises the Board on the need for new or revised policies and sees that all policies of the Board are implemented.
3. Develops the annual operating budget for Board review and approval.
4. Reports to the Board such matters as deemed necessary to the understanding and proper management of the schools or as requested by the OBOE.
5. Represents the Board as liaison between school districts and the community.
6. Obtains and nominates for employment the best-qualified personnel for the school system.
7. Assigns and transfers employees as deemed necessary in the interests of the school system, and reports such action to the Board.
8. Recommends to the Board for final action the promotion, salary changes, demotion or dismissal of any employee.
9. Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
10. Keeps the public informed about modern educational practices, educational trends, and the policies, practices, and problems in the district's schools.
11. Delegates at own discretion to other employees of the Board the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the superintendent of final responsibility for the action taken under such delegation.

12. Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences and by other appropriate means, and keeps the Board informed of the trends in education.
13. Works with appropriate staff in the study and review of the curriculum and instructional program.
14. Recommends to the Board for its adoption all courses of study, curriculum guides and major changes in texts and time schedules to be used in the schools.
15. Makes recommendations with reference to the location and size of new school sites and of additions or deletions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings and equipment of the district.
16. Submits to the Board a clear and detailed explanation of any proposed procedure, which would involve either departure from established policy or the expenditure of substantial sums.
17. Maintains adequate records for the schools, including a system of financial accounts; business and property records; and personnel, school population and scholastic records. Acts as custodian of such records and of all contracts, securities, documents, title papers, books of records and other papers belonging to the Board.
18. Makes recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements.
19. Provides suitable instructions and regulations to govern the use and care of school properties.
20. Performs such other tasks as may from time to time to be assigned by the Board.

Annual Report

State law mandates that the Superintendent of Schools submits an annual report to the Board of Education and the citizens of the town regarding the condition of the schools during the preceding year.

Treatment of Outside Reports

Within a reasonable time after receiving reports from such outside agents as the auditor, insurance carriers, fire department and health department, the Superintendent shall inform the Board of what action he/she has taken pursuant to any recommendations made in such reports.

Regulation approved: April 15, 2013