

BOARD-SUPERINTENDENT RELATIONSHIP

| <u>Board Functions</u> | | <u>Superintendent Functions</u> |
|---|--|---|
| Decides the nature and extent of the instructional program ---requirements for graduation ---extracurricular activities ---special education | | Directs the instructional program ---puts curriculum into effect ---supervises admin/teachers ---classifies pupils ---sets up pupil records |
| Employs personnel | | Nominates and assigns all personnel, teaching and non teaching |
| Establishes personnel policy ---sets qualifications ---defines sick leave ---defines leave of absence | | Administers personnel policy ---administers sick leave ---keeps personnel records |
| Adopts the budget, with or without modification | | Prepares the budget |
| Adopts salary schedules with or without modification | | Prepares and recommends salary schedule |
| Reviews the monthly receipts and expenditures | | Supervises proper accounting procedures and reports |
| Adopts the school calendar | | Prepares the school calendar |
| Approves purchases of equipment, supplies and textbooks | | Recommends purchases of equipment, supplies and textbooks |
| Purchases sites and adopts building plans | | Prepare building plans with assistance of an architect |
| Adopts public relations policy | | Directs the public relations program |
| Evaluates the school program | | Helps board evaluate by submitting studies, reports or surveys |

(ADOPTION DATE: February 22, 1982)

(REVIEWED DATE: July 12, 2004)

(REVIEWED DATE: September 24, 2007)

Source: Associated School Boards of South Dakota