



Policy: 4.02

SUBJECT: **QUALIFICATION AND DUTIES OF THE GENERAL SUPERINTENDENT**

Supersedes: CBA
Effective: September 8, 2008
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Approved by: Detroit Board of Education

1.0 Policy

The General Superintendent will act in accordance with Board policies and procedures, state and federal law.

1.1 RELATIONSHIP TO THE BOARD

The General Superintendent will:

- A. Attend all meetings of the Board and its committees, except when excused.
- B. Participate in all discussions and activities of the Board except in voting.
- C.
 1. Formulate educational goals, administrative policies, procedures, and programs and bring such proposals before the Board for its consideration and action.
 2. Plan cooperatively with the Board in formulating general policies, procedures and programs, and prepare such proposals for Board study and action.
- D. Present for Board consideration:
 1. Research and evaluation of Board policies, staff activities, and school programs.
 2. The problems and needs of the district, including short-range and long-range plans for over coming such problems and needs.
 3. Information and recommendations bearing upon Board business.
 4. Reports on the condition of the budget.
 5. All special matters affecting the rights or liabilities of the district or the welfare of the schools.
 6. Reports on educational progress, personnel management, safety and security of buildings, pupils, and employees.

7. Such matters as may involve relationships with other branches of government and the public.
 8. All other matters affecting the control and direction of the affairs of the school system.
- E. Prepare annually for publication a report or reports setting forth the accomplishments and needs of the school system.
 - F. Recommend courses of study and the textbooks to be approved for use in the public school system.
 - G. Manage and direct all personnel functions according to Board guidelines and contractual agreements, and may delegate such authority.
 - H. Prepare the agenda in cooperation with the president of the Board and order it delivered to each Board member at least 48 hours before each meeting.
 - I. Work cooperatively with the Board in developing budget plans for the ensuing fiscal year.
 - J. Maintain adequate records of all school operations and report periodically on them to the Board.
 - K. Report promptly all matters involving the schools and the community.
 - L. Take the school census as provided by law.
 - M. Be custodian of all property, real or personal, owned or borrowed by the Board, but will not receive, lend, sell, exchange, nor transmit any property, real, or personal, except under the state policy of the Board or by formal approval of the Board.
 - N. Have the power to delegate authority to other employees of the school system as may be appropriate, but will remain responsible to the Board for any actions taken under such delegation of authority.
 - O. In an emergency, and for all matters for which authority is not clearly fixed in Board policy, have the authority to make decisions necessary for the resolution of immediate problems. The General Superintendent's decisions in these matters are subject to appeal and will be reviewed by the Board at any meeting following the decision.
 - P. In case of necessity, authorize a liability not to exceed \$50,000. This action must be ratified by the Board at its next regular meeting. The General Superintendent will be responsible for the imprest cash account.
 - Q. Perform all duties as may be assigned by the Board or by law.

1.2 RELATIONSHIP TO SCHOOL PERSONNEL

- A. The General Superintendent will make all personnel recommendations. Such recommendations will be reported to the

- Board at regular meetings and will become effective when approved by the majority of the elected members of the Board.
- B. Employees or groups of employees not covered by collective bargaining agreements may request a hearing before the Board or its personnel committee when grievances arise. The General Superintendent will arrange such hearings.
 - C. The General Superintendent will develop and supervise a program of inservice education and public relations for the employees of the school system. Accordingly, the General Superintendent may nominate consultants or lecturers; develop and administer professional programs and libraries; and recommend temporary leaves for conference or study.
 - D. The General Superintendent will continuously study and appraise the effectiveness of the school system and make recommendations for its improvement.

1.3 RELATIONSHIP TO THE PUBLIC

The General Superintendent will stress the importance of school-community partnership as related to quality education. The General Superintendent will develop and institute plans which foster school-community cooperation and participation.

Attachments to Policy ____: None

See also: None

Legal References: MCLA § 380.1246

Labor Contract References: None