

CHIEF SCHOOL OFFICER

The Chief School Officer shall be the executive officer of the Board and shall be directly responsible to it for the execution of its policies; for the faithful and efficient observance of its rules by all employees throughout the system; for the management of the work of the several departments whose duties, apart from those required by law, he shall assign; and the enforcement of all provisions of the law relating to the operation of the schools or other educational, social and recreational agencies or activities under the charge of the Board.

He shall attend all meetings of the Board, shall meet with all committees and shall have the privilege of taking part in all deliberations except when he is requested by the Board not to attend.

He shall prepare and submit to the Board for approval bylaws, rules and regulations, statements of policy, programs and additional facilities requiring action by the Board which he believes are needed for the proper conduct and control of the functions of the Board and the management of the schools.

To assist the Board in reaching sound judgments, establishing policies and approving those matters which the law or these bylaws require the Board to approve, he shall be responsible for placing before the Board, necessary and helpful facts, comparisons, investigations, information and reports and for making available at the proper time the personal advice on special or technical matters, aside from legal questions, of those persons who, in his opinion or that of the Board or the President, are particularly qualified to furnish.

He shall be responsible for keeping or having kept and for presenting to the Board in a form that will facilitate and make efficient their deliberations and proceedings, records of problems, conditions and duties requiring action by them.

He shall initiate the nomination for election by the Board, in each case recommending the salary to be paid, of all employees requiring election by law or these bylaws except architects, attorneys and auditors. After the election of architects, their work shall be supervised and directed by the Chief School Officer in the same manner as provided herein for other heads of departments. Only the persons who in the judgment of the chief School Officer are the best qualified of those available at the time shall be nominated and no person shall thus be nominated for any position who does not fulfill the requirements of the law and of the Board. He may assign or transfer them, and pending final action by the Board, may suspend any person employed on his recommendation. He shall report any such suspension to the Board not later than its next regular meeting. He shall approve the appointment of other employees not required by law or by the bylaws to be elected by the Board, and shall exercise with respect to them the same powers as provided therein for the supervision of those elected by the Board.

The administration, through the Chief School Officer, shall recommend to the Board for its approval new courses of study, the elimination of obsolete courses of study and the adoption of textbooks.

The Chief School Officer shall be responsible for preparing and submitting to the Board, not later than the first regular meeting in March, a tentative budget for the next fiscal year.

He shall have power to approve and direct, in accordance with law and the rules of the Board, purchases and expenditures, within the limits of the detailed budget by the Board.

In the interest of efficient administration, he shall have the power to decide all matters of administrative detail for which no specific provision has been made in the law, these bylaws, or the Board's policies, reporting at the next regular meeting those decisions which he believes should be authorized by appropriate bylaws or policies enacted or established by the Board.

He shall as frequently as practicable and upon the request of the Board transmit written or verbal reports on the general condition of the schools, the work of the departments, measures of progress and the results of the administration of the Board's policies.

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