

AN ORDINANCE AMENDING CHAPTER 3, ARTICLE 1, SECTION 3-1.2 ENTITLED, "QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT" OF THE POLICIES OF THE SUFFOLK CITY SCHOOL BOARD — FIRST READING

BE IT ORDAINED, by the School Board of the City of Suffolk, Virginia that Chapter 3, Article 1, Section 3-1.2, entitled "Qualifications and Duties of the Superintendent" of the Policies of the Suffolk City School Board, be, and the same is hereby amended to read as follows:

Section 3-1.2. Qualifications and Duties of the Superintendent. — A. The superintendent meets or exceeds the requirements set by the Board of Education.

B. The superintendent annually participates in high-quality professional development activities at the local, state, or national levels, on topics including the Standards of Quality, Board of Education regulations, and the Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Principals, and Superintendents.

C. Major Duties include the following:

1. As chief executive officer for Suffolk Public Schools, the superintendent

- (a) attends School Board meetings.**
- (b) implements policies of the School Board and ensures that they are posted on the division's website,**
- (c) reports to the School Board about the status of programs, personnel and the overall operation of Suffolk Public Schools.**
- (d) recommends actions to the School Board.**
- (e) facilitates communication between the School Board and school personnel,**
- (f) assists the School Board chairman in developing agendas of meetings of the School Board, and develops regulations as directed by the School Board.**

2. As the educational leader of the school division, the superintendent

- (a) supervises the principals and assistant superintendents,**
- (b) oversees planning and evaluation of curriculum and instruction,**
- (c) develops for approval by the School Board procedures for**

adopting textbooks and other instructional materials,

- (d) visits schools on a regular basis, and
- (e) maintains a current knowledge of developments in curriculum and instruction.

3. The superintendent enforces school laws and regulations, including by

- (a) observing such directions and regulations prescribed by the Superintendent of Public Instruction or Board of Education,
- (b) reporting information to the Superintendent of Public Instruction as required,
- (c) promptly distributing all reports, forms, laws and regulations received from the Superintendent of Public Instruction,
- (d) enforcing school laws, regulations and decisions of the Superintendent of Public Instruction and of the Board of Education, and
- (e) developing and maintaining procedures, guidelines and regulations to implement School Board policy. If School Board action is required by law or the School Board has specifically asked that certain types of regulations be given prior School Board approval, these procedures, regulations and guidelines are presented to the School Board for approval and, when approved, placed in the School Board policy manual. The administrative procedures, guidelines and regulations are communicated to the staff and made available for their information.

4. The superintendent oversees staff personnel management, including by

- (a) organizing recruitment of personnel,
- (b) re-assigning personnel in accordance with school board policy,
- (c) administering personnel policies and programs,
- (d) upon request of the School Board, surveying the school division at least annually to identify critical shortages of teachers and administrative personnel by subject matter and school bus drivers and reporting such critical shortages to the School Board, the Superintendent of Public Instruction, and the Virginia Retirement System;
- (d)(e) supervising the evaluation of personnel, and

- (e)(f) providing for maintenance of up-to-date job descriptions for all personnel.
5. The superintendent oversees facility management, including by
- (a) preparing long-and short-range plans for facilities and sites,
 - (b) providing for the maintenance of school property and safety of personnel and property,
 - (c) inspecting, or providing for the inspection of school property on a regular basis,
 - (d) overseeing the utilization of school property,
 - (e) monitoring any construction, renovation and demolition of school facilities,
 - (f) representing Suffolk Public Schools before local or state agencies which control building requirements or provide financing for buildings, and
 - (g) closing public school buildings which appear to be unfit for occupancy.
6. The superintendent oversees financial management by
- (a) preparing the budget for School Board approval,
 - (b) ensuring that expenditures are within the limits approved by the School Board,
 - (c) reporting to the School Board on the financial condition of Suffolk Public Schools,
 - (d) establishing procedures for procurement of equipment and supplies, and
 - (e) Ensuring that an accurate record of all receipts and disbursements of school funds is kept.
7. The superintendent directs community relations activities including by
- (a) articulating educational programs and needs to the community,
 - (b) responding to concerns expressed in the community,
 - (c) maintaining contact with the news media,
 - (d) participating in community affairs, and
 - (e) involving the community in planning and problem solving for Suffolk Public Schools.

8. The superintendent oversees pupil personnel services by
- (a) monitoring pupil personnel services,
 - (b) providing for an adequate pupil record system,
 - (c) implementing policies and programs relating to behavior and discipline of pupils,
 - (d) maintaining programs for the health and safety of pupils, and
 - (e) facilitating communication between Suffolk Public Schools and community agencies.

(Adopted June 8, 1995; Revised November 16, 1995; Revised March 14, 2013; Ordinance Number 12/13-17; Effective Date: July 1, 2013; Revised October 10, 2019; Ordinance Number 19/20-18; Effective Date: October 10, 2019)

Legal Authority - Virginia Code §§22.1-58, 22.1-59, 22.1-68, 22.1-69, 22.1-136; 22.1-253.13:5, 22.1-253.13:7, 22.1-70.3. 22.1-79, 8 VAC 20-23-50., 8 VAC 20-23-630 (1950), as amended.

FIRST READING: _____

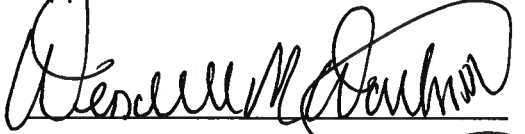
SECOND READING: _____

EFFECTIVE DATE: _____

TESTE: _____

CLERK

Approved as to form and content:



Wendell M. Waller, *Esquire*
School Board Attorney