

# **POLICY CBC**

## **Board of Education Las Cruces Public Schools**

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**Related Entries:** CBA, CBD, CBI  
**Responsible Office:** Superintendent

### **SUPERINTENDENT POWERS AND RESPONSIBILITIES**

#### **I. PURPOSE**

It is the intent of the Board of Education that the Superintendent of schools shall administer the affairs and the programs of the district as provided by law and Board policy.

#### **II. POSITION**

A. The superintendent shall assume responsibility, and be given authority, for the operation of the schools. This responsibility extends to business administration, educational leadership, personnel management, public relations, organization of resources, both material and personnel, delegation of duties and authority, and supervision of all delegated tasks and of all individuals to whom authority and responsibility are assigned.

B. Functions of the local superintendent are as follows:

1. Carry out the educational policies and rules of the state Public Education Department and local school board;
2. Administer and supervise the school district;
3. Attend, or designate a representative to attend, all board of education meetings. The superintendent shall attend all board meetings when his/her salary and/or appointment are under consideration;
4. Employ, fix the salaries of, assign, terminate or discharge all employees of the school district;
  - a) Such contracts shall not exceed more than one year in length with the exception of the Superintendent's top tier administrators whose contracts may follow the timeline set forth in the superintendent's contract;
  - b) Salary adjustments or increases for the Superintendent's top tier administrators will be based on collaborative discussion with the Board of Education prior to the Superintendent's approval.

- c) Recommended salary increases for district staff will be based on collaborative discussion with the Board of Education prior to adoption of the final proposed district budget.
  - d) Staff salary adjustments recommended by the Superintendent outside the budget planning cycle shall be discussed in advance with the Board of Education.
5. Prepare the school district budget based on public schools' recommendations for review and approval by the school board and the Public Education Department; inform each school principal the approximate amount of money that may be available for his school and provide a school budget template to use in making school budget recommendations;
  6. Advise and inform the board of education regarding instructional programs, budget management, school facilities, and equipment through written and oral reports;
  7. Establish an atmosphere which will (a) promote communication with faculty and staff, students, parents, and community and will (b) promote a mutual understanding of the concerns, opinions, and feelings of each group;
  8. Identify tasks to be performed and responsibilities to be met by each administrative and supervisory staff member in the district;
  9. Accept responsibility for the administration of or the delegation of administrative duties for the following tasks at the district level:
    - a) Attainment of district-level goals;
    - b) Progress toward achieving Adequate Yearly Progress for all schools;
    - c) Assessing the effectiveness and fiscal needs of instructional programs;
    - d) Development and implementation of curriculum;
    - e) Providing leadership through professional development and training of staff,
    - f) Providing for instructional improvement for staff and students,

- g) Assuring appropriate evaluation of all district employees,
  - h) Development, publication, and provision of staff training to ensure safety and security of students, staff, and school campuses.
10. Provide all records and reports, consistent with laws and regulations concerning use of student private records, required by the state and its delegated executive officers;
  11. Appoint advisory committees as required;
  12. Provide oversight of all construction and remodeling projects;
  13. Adopt policies, guidelines and regulations for the performance evaluation process;
    - a) Maintain documentation that the principal of each school has been evaluated and has demonstrated the essential principal competencies as delineated in the state Public Education Department regulations. Evaluation by the staff shall be one component of the principal evaluation tool.
    - b) Maintain documentation that non-principal administrators have been evaluated by the appropriate supervisor and have demonstrated the administrator competencies as delineated in the State Public Education Department regulations. Evaluation by the staff shall be one component of the administrator's evaluation tool.
  14. Perform other duties as required by law, the Public Education Department or the local school board.
- C. The local superintendent may apply to the state Public Education Department for a waiver of certain provisions of the Public School Code [22-1-1 NMSA 1978] relating to length of school day, staffing patterns, subject area or the purchase of instructional materials for the purpose of implementing a collaborative school improvement program for an individual public school.

### **III. REVIEW**

This policy shall be reviewed on an ongoing basis in accordance with the Board of Education policy review process.

*CBC Superintendent Powers and Responsibilities*

**History:** Formerly Policy 190, Superintendent of Schools, and 191, Superintendent's Functions [Adopted 9.17.02. Revised 9.09.03; Revised 11.04.03], counsel review 11.9.07; revised 12.18.07

**Legal Reference:** NMSA 22-5-14; 22-10A-21

*Bonnie L. Votaw*

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*Board of Education, President*

Dec. 18, 2007

*Date Approved*