Administration

Duties of the Superintendent

a. The law provides that in all school districts the Superintendent shall be executive officer for the Board. Although the term executive officer is not defined in the statute, the intent of the law imposes on such official the duty to administer the schools in conformity with the adopted policies of the Board, the rules and regulations of all appropriate state agencies, and the provisions of law; to present to the Board such information as is needed in the formulation of school policies; and to perform such other duties as the Board determines.

b. In addition to the general administrative duties attending his or her role as executive officer of the Board, the Superintendent must also perform numerous duties which are specifically imposed by statute. The Superintendent must: direct and assign teachers and other school corporation employees under his or her supervision; assign pupils to the proper grades and schools, recommend teachers and principals for employment; issue age and schooling certificates; grant excuses from attendance for children of compulsory school age under the conditions prescribed by statutes; forward information to the Superintendent of a district to which a child moves from the district of withdrawal; certify to the Indiana Department of Education the average daily membership figures to be used in calculating school funding; maintain school records; report separately the average daily membership of all school residents of the district and whose attendance in the district has not been previously provided by contract or who are not otherwise lawfully in attendance in the district; and transmit to the Board a written statement that each teacher employed by such Board has filed with the district a legal teacher’s certificate or true copy thereof, to teach the subjects or grades taught, with the dates of its validity.

c. In regard to the Superintendent’s duty to recommend teachers for employment or re-employment, it should be noted that the failure or refusal of a superintendent to provide a recommendation with respect to a particular teacher does not prevent the Board from taking action on that teacher’s contract. The ultimate responsibility for employing teachers rests with the Board. Accordingly the recommendation may not be construed to deprive the Board of its authority to act in this area where the Superintendent makes no recommendation, because to do so would be to grant the Superintendent exclusive control over the employment of teachers. The most significant effect of this is that no teacher may be deemed re-employed by a Board on the ground that the Board acted to non-renew the teacher’s contract without the recommendation of the Superintendent.

d. The Superintendent has full power to assign or re-assign building administrators to schools within the district.

e. The Superintendent, with Board approval, has the authority to draw and adjust school attendance zones. The Superintendent plays a significant role in the event of a
reduction in force in the school district. The Board is permitted, in concurrence with 
the master contract and appropriate statutes, to suspend teacher contracts and reduce 
the number of teachers where certain conditions in the district make such a reduction 
necessary. The suspension of teacher contracts must however proceed according to 
the negotiated agreement and recommendation of the Superintendent.

t. The Superintendent has the sole authority with regard to the assignment of teachers. 
The Board may not limit this authority by providing in a teacher’s contract that the 
teacher is to be assigned to a particular grade level or school. Accordingly, no 
teacher, permanent or non-permanent, may acquire a vested right to a particular 
teaching position so as to interfere with the Superintendent’s authority to assign. 
Assignments and transfers will be made in accordance with the negotiated agreement.

g. The Superintendent must provide the Board with recommendations for the 
employment of certain administrative officers, supervisors, and special teachers. The 
Board may employ administrative personnel only in accordance with the 
recommendation of the Superintendent.

h. In the discipline of students, the Superintendent shares authority with the principals of 
the schools. The Superintendent or a principal may suspend a pupil from school for 
not more than Indiana Code permits. Only the Superintendent, however, may expel a 
pupil from school. The procedures to be followed in the suspension or expulsion of a 
student are set out in the statute.

i. Administrative guidelines relative to the routine opening, and emergency closing, of 
school shall be developed annually.

j. Written definitions of the duties and responsibilities of all job classifications, both 
certified and non-certified, shall be on file in the personnel office.

k. The Superintendent shall provide leadership in communicating with parents and other 
members of the public the needs, direction and operation of the school district.

l. The Superintendent shall promote employee morale through a variety of ways 
including the recognition of achievement.

m. A program of staff development will be initiated and maintained.

n. In summary, the Superintendent is responsible for the administration of the entire 
school system. He or she is the instructional leader and the business affairs leader.

Policy adopted: January 24, 1983    METROPOLITAN SCHOOL DISTRICT 
OF LAWRENCE TOWNSHIP – Marion