

ULSTER COUNTY BOCES

**Duties of the District Superintendent**

**POLICY # 3120**

The District Superintendent of School is the general supervising officer of the Supervisory District and is responsible to the State Education Department and the Commissioner of Education. The general powers and duties are:

1. to serve as the field representative of the Commissioner of Education;
2. to take and report to the Commissioner of Education, under the direction of such Commissioner, testimony in a case on appeal. In such a case or in any matter to be heard or determined by the District Superintendent, he/she may issue a subpoena to compel the attendance of a witness;
3. to make such investigations and to make such reports to the Commissioner of Education upon any matter or act as said Commissioner shall from time to time request. He/she shall make an annual report on the first day of August, in such form and giving such information as the Commissioner shall require;
4. to take affidavits and administer oaths in all matters pertaining to the public school system, but without charge or fee;
5. to serve as the liaison between the State Education Department and the local districts;
6. to assist with two-way communications between the State Education Department and the local districts;
7. to exercise in his/her discretion many of the powers and perform any of the duties of another District Superintendent on the written request of such other superintendent, and to exercise such powers and perform such duties when directed to do so by the Commissioner of Education;
8. to ensure that state reports are submitted when due;
9. to examine any charges reflecting the moral character of any teacher residing or employed within his/her district and to revoke such teacher's certificate as provided by Section 3018 of the Education Law;

10. to examine and license teachers pursuant to the provisions of the Education Law. He/she shall also conduct such other examinations as the Commissioner of Education shall direct;
11. to assist teachers with problems of certification;
12. to hold teacher conferences and advise and counsel teachers in relation to the discipline, school management and other school work, and matters promoting the general good of all schools of the districts;
13. to submit reports to the New York State Teacher Retirement System;
14. to fill a vacancy on a board of education, under certain circumstances;
15. to advise and counsel trustees and other school officers in relation to their powers and duties;
16. to direct trustees to abate any nuisance in or on the school grounds;
17. to direct trustees to make alterations and repairs to buildings, not to exceed \$400 in any one year;
18. to direct trustees to make alterations repairs, or replacement to school furniture, not to exceed \$200 in any one year;
19. to collect and submit applications for state aid from local districts;
20. to condemn schoolhouses as provided in Section 412 of the Education Law;
21. to approve all transportation contracts;
22. to approve bidding procedures, contract awards for bus purchases;
23. to approve the amount of or the sureties on bonds of Treasurers and Collectors;
24. to prepare orders committing a school delinquent;
25. to serve as consultant to the component boards in the hiring of superintendents; and
26. to perform such other duties as ordered by the Commissioner of Education.

**Duties of the District Superintendent as BOCES Executive Officer**

The Executive Officer is the general supervising officer of the BOCES and is responsible to the Board. The general powers and duties are:

1. to administer all policies and enforce all rules and regulations;

2. to be responsible for the organization, administration, evaluation, and supervision of programs and personnel in all BOCES programs;
3. to recommend to the Board the annual goals and objectives for the BOCES;
4. to recommend to the Board the area in which new policies or programs appear to be needed;
5. to attend all meetings of the Board;
6. to make recommendations to the Board for the appointment of all instructional, service, and administrative personnel;
7. to recommend the proposed annual budget to the Board for adoption prior to May;
8. to be responsible for the public relations program, including all news releases;
9. to provide leadership in increasing the opportunities for the involvement of component districts in the BOCES programs;
10. to take any necessary actions, after consultation with the President of the Board, in the interim between meetings of the Board, but such decisions shall be subject to review by the action of the Board at the next regular meetings;
11. to facilitate regular meetings of the Superintendents' Council to ensure their involvement in the operation of BOCES programs and the improvement of education in the county;
12. to file annual updates of five year plans for Occupational Education, Computer Services, and Education of Children with Handicapping Conditions;
13. to be responsible for records of teacher certification; and
14. to be accountable to the Board for all aspects of the administration of the BOCES programs under the policies adopted by the Board. It is expected that the District Superintendent will delegate portions or the duties to administrative personnel through written and oral job assignments as deemed necessary. However, the responsibility for the performance of these duties is considered a non-delegable function.

*Approved: June 21, 1990*