

## CHAPTER 3.00 – SCHOOL ADMINISTRATION

3.01

### RESPONSIBILITIES OF SUPERINTENDENT

#### POLICY:

1. The Superintendent shall be responsible for the administration of the entire school system as provided by law, State Board of Education and School Board rules. The Superintendent shall keep the School Board informed regarding all phases of the District school system.
2. The Superintendent serves as the secretary to the School Board and executive officer of the District. He/she shall keep such minutes and records as may be necessary to set forth clearly all actions and proceedings of the School Board. When possible, any matter coming before the School Board shall first be presented to the Superintendent to be included on the agenda. The Superintendent shall inform the employees of the School Board and the schools and departments of any Board action relating to them.
3. All members of the instructional and noninstructional staff shall be under the general supervision of and subject to the direction of the Superintendent.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

1001.32, 1001.33, 1001.42, 1001.43,  
1001.49, 1001.51, F.S.

#### HISTORY:

ADOPTED: November 9, 1998  
REVISION DATE(S): March 13, 2006  
FORMERLY: