

# POLICY

No. 2005

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## DISTRICT SUPERINTENDENT OF SCHOOLS

The District Superintendent shall serve as Executive Officer of the BOCES and shall be responsible to the Board. He/she shall direct the comprehensive offering of shared programs and services for BOCES component districts, and coordinate a variety of regional services in cooperation with neighboring BOCES. The Executive Officer shall assist the Board of Cooperative Educational Services in the development and implementation of operational policies.

### Responsibilities

- Conducts surveys among component districts to determine their needs for programs and services, and provides opportunity for suggested modifications.
- Provides leadership to the directors of all programs and services, and coordinates the disparate activities as a unified enterprise. Provides direct supervision to the four divisions -- Occupational Education, Special Education, Regional Information Center and School Support Services.
- Assists the Board of Cooperative Educational Services to perform its functions through recommending policies and actions, and insures that same are implemented within the spirit of the Board intentions.
- Assists in the preparation of both program and administrative budgets, and recommends adoption and administration of the adopted budgets.
- Plans, organizes and participates in a comprehensive program of communication with several publics with whom BOCES relates.
- Provides regular and frequent contact with component chief school officers, fellow executive officers from the Capital Region, and various officials of the State Education Department.
- Plans, directs and participates as required in all labor relations activities including personnel administration, negotiations, grievance procedure, etc.
- Arranges for periodic reports to the board and component districts pertaining to all aspects of the BOCES enterprise.

**Adopted:** July 21, 1986

**Ratified:** September 15, 1986

**Amended:** March 18, 1996