

Duties and Responsibilities of the Superintendent of Edinburgh Community School Corporation

- To attend all meetings of the Board except when the superintendent's employment is under consideration.
 - To recommend for board consideration board policy updates as recommended by NEOLA.
 - To supply the Board with the information needed to keep the community fully informed of the conditions and needs of the schools.
 - To recommend to the Board for approval the highest quality administrative and instructional certified staff for the efficient and effective operations of the instructional program. The Board delegates to the superintendent the authority to employ certified staff in advance of official Board action when a disruption in the education process would result. This employment is subject to Board approval at the next regular meeting.
 - To employ support staff to fill a Board approved position. The Board shall approve all superintendent recommendations concerning the employment of support staff personnel as presented monthly in the Personnel Report. All support staff personnel are considered "at will" employees as defined by Indiana law. The superintendent shall use defensible steps to allow for employee improvement including adequate evaluation, progressive discipline, and clear warning of job jeopardy before termination of any employee.
 - To oversee the assignment of all teachers and other professional employees by consulting with building administrators.
 - To oversee the definition of the duties of all personnel in the corporation.
 - To make final approval of any change or revision in a course of study or change in textbooks.
 - To work with the treasurer/business manager in the preparation of the corporation budget and the supervision of expenditures of school funds.
 - To review all complaints, requests, questions, and other activities prior to formal presentation to the Board.
 - To oversee the development of all federal grant applications and receipt of federal funds for those programs authorized by the Board.
 - To oversee an effective public relations plan.
 - To direct the maintenance and operation of the entire school plant.
 - To use the Edinburgh RISE Model to identify every instructional and administrative staff member as Highly Effective, Effective, Improvement Needed, and Ineffective.
 - To accept written resignations on behalf of the Board at the time submitted.
 - To oversee the process to insure the fiscal viability and future of the school corporation.
 - To market the Edinburgh Community Schools as the corporation of choice in Johnson County.
 - To oversee the Edinburgh Community Schools' three- to five-year strategic plan.
 - To oversee the contract negotiations process for all teachers; then, recommend salary changes to the board for teachers, administrators, and classified staff members.
 - To oversee the corporation safety and security process.
 - To oversee the process that addresses the corporation's response to health emergencies.
 - To effectively communicate with the board on a regular basis.