

ADMINISTRATION

FUNCTIONS OF MANAGEMENT PERSONNEL

SUPERINTENDENT

- A. Primary Functions: To serve as the Chief Administrative Officer and educational leader of the Corona-Norco Unified School District.
1. To act as Secretary to the Governing Board
    - a. Prepare and distribute the Agenda and Minutes of all Board meetings.
    - b. Care for all legal requirements in the scheduling and conduct of all Board meetings in accordance with statutes and policies of the District.
  2. Professional Advisor
    - a. Keep the Board fully informed on all issues and problems affecting the educational program.
    - b. Recommend action and/or policy change at appropriate times.
    - c. Develop procedures to implement the spirit and letter of all District policies and statutes pertaining to the educational program.
  3. Chief Executive Officer
    - a. Direct and supervise all divisions of the District.
    - b. Be designated as an “authorized agent” in all governmental and professional relationships.
    - c. Secure legal interpretations on all issues pertaining to the schools.
    - d. Prepare all necessary reports to show educational accomplishments, financial status and physical conditions of the schools.
  4. Business Services
    - a. Will cause to be developed and implemented, a sound fiscal management program supported by a budget and accounting procedure designed to obtain the most effective use of available funds.
    - b. Provide direction and supervision of the business program with the assistance of the staff, with primary responsibility of the area.
  5. Curriculum and Instruction
    - a. Will cause to be developed and implemented, a broad based instructional program, taking into account the needs and abilities of the pupils and the resources available to the District.
    - b. Provide direction and supervision of the instructional program with the assistance of the staff, with primary responsibility of the area.

## 6. Human Resources

- a. Will cause to be developed and implemented, sound personnel procedures for all certificated and classified employees of the District.
- b. Provide direction and supervision of the personnel program with the assistance of the staff, with primary responsibility of the area.
- c. Shall be authorized by the Board of Education to officially accept the resignation of any employee. The resignation shall be effective at the time of receipt by the Superintendent.

## 7. Student Services

- a. Will cause to be developed and implemented, a psychological, counseling, and health service program designed to strengthen the learning capacity of the pupils in the District.
- b. Provide direction and supervision of the pupil program with the assistance of the staff, with primary responsibility of the area.

## 8. Community Relations

- a. Direct, plan, and coordinate public information.
- b. Direct, plan, and organize public relations between the District and community.
- c. Direct, plan, and organize interschool communication.
- d. Maintain liaison relationship with other governmental agencies.

## 9. Professional Growth Requirements for Administrators

The Superintendent is responsible for determining that all administrative personnel consistently advance professionally through university course work, research, and active participation in professional organizations and activities.

B. Be responsible to: The Governing Board

Legal References: Education Codes 35020, 35035, 35040

Revised: March 6, 1984 (8/19/80, 4/4/82; names of divisions corrected 1/03)

Page 2 of 2

RETURN TO TABLE OF CONTENTS