I. CENTRAL ADMINISTRATIVE AND SUPERVISORY PERSONNEL

a. Chief Administrative Officer

1. Appointment

The Board of Education shall select the Superintendent who shall serve as the Executive Officer for the Board and the Chief Administrator of the Wasatch County School System.

2. Duties

a. He shall prepare and present with the approval and consent of the President of the Board of Education, the agenda for all meetings of the Board of Education. Questions concerning the agenda are directed by members of the Board of Education to the Superintendent. He in turn may call upon any member of the professional staff present to clarify any necessary details.

b. He shall organize material, analyze related information, and make recommendations on matters to be brought before the Board of Education at its regular and special meetings.

c. He shall attend all regular and special meetings of the Board of Education, and shall be privileged to participate in all deliberations thereof and to make recommendations of any nature affecting the schools.

d. He shall be familiar with routine duties of members of the Board of Education, the laws relating to the school, the records and reports of the Board, and the educational history of the community; and have at hand any information which may be needed in deliberations and discussions of the Board.

e. He shall, as representative of the school district, keep accurate and complete records of transactions of the Board of Education, and shall direct and conduct the correspondence of the Board of Education.

f. He shall exercise leadership in the development of the annual budget as an educational instrument and shall make final decisions, subject to Board approval, of allocations to various departments and for various purposes. Preparation and submission of the budget shall follow the annual budget calendar as provided by the Utah State Department of Education and the Wasatch County Board of Education.
g. He shall exercise educational and administrative leadership in any building program that may be undertaken.

h. He shall approve all contracts to be entered into by the district or by any person on behalf of the district and recommend said contracts to the Board for action.

i. He shall represent the district in its relation with Federal agencies or recommend the person to be such representative.

j. He shall recommend to the Board of Education for appointment or dismissal all employees of the district, both certificated and classified.

k. He shall make emergency appointments to fill vacancies.

l. He shall assign all employees to their respective positions.

m. He shall hold ex-officio membership in all councils and committees.

n. He shall prepare for approval by the Board of Education such rules and regulations as may be required for the efficient and effective operation of the district.

o. He shall serve as chairman of the administrative council, which council shall consist of administrative staff members, principals and other personnel designated by him. This council shall serve as an advisory group to the superintendent of schools upon educational and other matters relating to the district and its operation.

p. He shall confer with administrators and teachers concerning their work and plans and give professional leadership to them.

q. He shall exercise general supervision over all operating departments of the schools in order to give leadership and have knowledge of their efficiency.

r. He shall give leadership to the development of professional attitudes among employees through institutes, conferences and other in-service training meetings.

s. He shall, in cooperation with the Board of Education and staff members, represent the district in the community by interpreting the educational system to parents, organizations, the press and other community agencies.
t. He shall be responsible to the Board of Education for the efficient, economical, and educationally sound administration of the school system in accordance with the policies adopted by the Board of Education, and shall have full authority subject to the rules and regulations of the Board of Education to administer rules and regulations not inconsistent with policies of the Board of Education for the purposes of discharging this responsibility.

u. He shall have the power to delegate appropriate duties to other personnel as he sees appropriate for effective operation of the system.

v. The superintendent shall attend state and national administrator meetings and conventions keeping informed of state and federal requirements relating to the local school district and its effective operation. He shall attend other workshops and conventions when it is thought desirable by the Board.

w. Those services that are not specifically assigned to any department will be the special responsibility of the superintendent and may be divided among school officers at his discretion.