

**CEB DUTIES**

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The responsibility of the superintendent shall be:

To serve as administrative head of the entire district in charge of both educational and business functions:

To keep the board continually informed on the progress and condition of the schools:

To administer the development and maintenance of a positive educational program designed to meet the needs of the community, to keep abreast of the best educational developments and to advise regarding changes in programs;

To carry out policies and rules of the board;

To initiate matters of educational policy and to make definite recommendations thereon;

To recommend the number and types of positions required to provide proper personnel for the operation of education programs;

To nominate for appointment, assignment, transfer or termination and to define the duties of all personnel, subject to approval of the board;

To supervise the preparation of the annual budget and to recommend it to the board for consideration;

To advise and recommend in matters of business administration; to pass upon all proper requests for equipment and supplies, to point out possible economies and to supervise activities of the district;

To conduct a continuous study of the development and needs of the schools and to keep the public adequately informed concerning his/her findings;

**APPROVED: December 5, 1977**

**REVISED: March 13, 2000**

**REVIEWED AND APPROVED: December 12, 2011**