

Duties and Responsibilities of the Superintendent

General

The Superintendent shall "serve as chief executive officer of the educational service district and secretary of the educational service district board." RCW 28A.310.270(1) The Superintendent shall assist the Board in formulating ESD policies and shall have the general coordinating authority and supervision of the work of all employees of the ESD. The Superintendent shall be responsible for the general efficiency of the office and its services. In all cases where action is required between Board meetings, decisions shall be made by the Superintendent in keeping with general Board policy.

The Superintendent shall keep well informed in regard to the programs and services of other educational service districts and shall meet regularly with the superintendents of the local school districts in the ESD to the end that services will be determined on the basis of need and the best interest of education. The Superintendent shall attend such conferences and meetings called by proper school authorities.

The Superintendent shall prepare an agenda before each Board meeting. Board members may contribute to the agenda by contacting the Superintendent's office at least seven (7) days prior to the meeting.

The Superintendent shall "administer oaths and affirmations to school directors, teachers, and other persons on official matters connected with or relating to schools, when appropriate, but not make or collect any charge or fee for so doing." RCW 28A.310.290(1)

The Superintendent shall "enforce the provisions of the compulsory attendance law as provided in RCW 28A.225.010 through 28A.225. 150, 28A.200.010, and 28A.200.020." RCW 28A.310.300(2)

The Superintendent shall "perform all other duties prescribed by law and the educational service district board and perform the limited duties as provided in chapter 28A.193 RCW." RCW 28A.310.300(5) and (6)

The Superintendent shall carry out the duties of secretary to the Regional Committee on School District Organization as outlined in chapter 28A.315 RCW. RCW 28A.310.300(4)

Business

The Superintendent shall "visit the schools in the educational service district, counsel with directors and staff, and assist in every possible way to advance the educational interest in the educational service district." RCW 28A.310.270(2)

The Superintendent shall "perform such record keeping, including such annual reports as may be required, and liaison and informational services to local school districts and the superintendent of public instruction as required by rule or regulation of the superintendent of public instruction or state board of education: PROVIDED, That the superintendent of public instruction or the state board of education may require some or all of the school districts to report information directly when such reporting procedures are deemed desirable or feasible." RCW 28A.310.280(1)

The Superintendent shall "keep records of official acts of the educational service district board and superintendents in accordance with RCW 28A.310.310 as now or hereafter amended." RCW 28A.310.280(2)

The Superintendent shall "preserve carefully all reports of school officers and teachers and deliver to the successor of the office all records, books, documents, and papers belonging to the office either personally or through a personal representative, taking a receipt for the same, which shall be filed in the office of the county auditor in the county where the office is located." RCW 28A.310.280(3)

The Superintendent shall "require the oath of office of all school district officers be filed as provided in RCW 28A.315.500 and furnish a directory of all such officers to the county auditor and to the county treasurer of the county in which the school district is located as soon as such information can be obtained after the election or appointment of such officers is determined and their oaths placed on file." RCW 28A.310.290(2)

The Superintendent shall "assist the school districts in preparation of their budgets as provided in chapter 28A.505 RCW." RCW 28A.310.300(1)

The Superintendent shall "perform duties relating to capital fund aid by non-high districts as provided in chapter 28A.540 RCW." RCW 28A.310.300(3)

The Superintendent shall "carry out the duties and issue orders creating new school districts and transfers of territory as provided in chapter 28A.315 RCW." RCW 28A.310.300(4)

"Upon receiving the certificate of apportionment from the superintendent of public instruction, the educational service district superintendent shall promptly apportion to the school districts of his educational service district the amounts then due and apportionable to such districts as certified by the superintendent of public instruction." RCW 28A.510.260

Personnel

The Superintendent may appoint, with the consent of the Board of Directors, Cabinet level administrators and such other professional personnel and clerical help as may be necessary to perform the work of the office at such salaries as may be determined by the Board of Directors and shall pay such salaries out of the budget of the district. In the absence of the Superintendent, a designated Cabinet level administrator shall perform the duties of the office. The Superintendent shall have the authority to appoint on an acting basis a Cabinet level administrator to perform any of the duties of the office. RCW 28A.310.230

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