

ADMINISTRATION

(Series 2000)

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Administration

Chief Administrative Officer

Duties of School Superintendent

The responsibilities of the Superintendent shall be:

1. To serve as executive head of the entire school system;
2. To administer the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out policies of the Board; to initiate matters of educational policy and to make definite recommendations thereon; to keep abreast of the best educational developments and advise regarding changes in policies;
3. To recommend policies on organization, research and evaluation, finance, instruction, school planning and other functions of the school program;
4. To recommend the number and types of positions required to provide proper personnel for the operation of such a program;
5. To nominate for appointment and to define the duties of all Administrative Personnel including Heads of Departments subject to approval of the Board;
6. To assign all Board of Education personnel;
7. To develop the school budget annually by translating board policy into terms of dollars and cents;
8. 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 school system;
9. To keep the Board continually informed on the progress and condition of the schools;
10. To represent the Board to the personnel and to represent the personnel to the Board through professional channels;
11. To maintain open lines of communication between the Board of Education, all concerned persons, students, public agencies and community members;

12. In the event that the Superintendent is unable to carry out these duties, The Board of Education shall designate someone to assume these responsibilities.
13. To employ all professional staff excluding administrative personnel and to nominate all administrative personnel subject to the approval of the Board.
14. To evaluate or cause to be evaluated all certified personnel in accordance with Connecticut General Statutes Section 10-151b

Policy Adopted:
September 10, 1963

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Amended:
November 12, 1974
January 23, 1979
September 23, 1980
November 28, 2000

Election of Superintendent

The Board of Education shall elect a Superintendent of Schools and shall fix the salary and term of office and prescribe the duties. The majority vote of all the members of the Board shall be necessary for election of this officer or the termination of his service.

Policy Adopted:
September 10, 1963

Amended:
November 28, 2000

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

AdministrationLegal Representation

I. Board Counsel

In consultation with the Corporation Counsel, the Board shall designate an attorney and firm to represent this school district on such legal matters as the Board may determine, including the following:

1. Advising the Board, the Superintendent, and other members of the Administration authorized by the Superintendent to seek legal advice, as to all legal matters involving the school district (other than those specified below as the province of separate counsel for the Administration in adversarial proceedings), including questions regarding the Freedom of Information Act.
2. Holding seminars or workshops to assist school employees or Board members in understanding and implementing legal requirements.
3. Reviewing or drafting policies, administrative regulations and statutory notices.
4. Negotiating, drafting, reviewing or revising contracts for purchased, consulting, or other services.
5. Representing the Board, both as plaintiff and defendant, in:
 - A. State and federal courts, including trials and appeals.
 - B. Administrative proceedings and appeals, including
 - (1) Evidentiary hearings
 - (2) Grievance hearings
 - (3) Statutory special education hearings.
6. Conducting statutory due process hearings for student exclusions.
7. Negotiating collective bargaining agreements with representatives of employees of the Board, and providing continuing advice on the Administration of labor contracts, the implementation of benefit programs and employee statutory employment rights.

II. Administration Counsel

Separate counsel may be retained by the Administration only for the following adversarial proceedings at which the Board presides:

1. Termination or other discipline of an employee
2. Exclusion of a student under Section 10-233d
3. School accommodations hearings

At any of these proceedings in which the Board counsel will be aiding the Board as a trier of fact, the Administration may, at its option, be represented by an attorney who will present the evidence in support of the Administration's recommendation to the Board. This role will include providing assistance to the Administration in preparing evidence concerning the charge or grievance. The Board's counsel shall provide any statutory notice and assist the Board and the parties with procedural issues.

III. Engagement of Counsel

No Board member or Board employee shall engage any attorney at school district expense without a prior vote of the Board authorizing such engagement. No Board employees, other than the Superintendent and/or his/her designees, shall seek legal advice from the Board and/or Administration Counsel.

Policy Adopted:
September 9, 1986

Amended:
November 28, 2000

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Line and Staff Responsibilities

Teachers

All teachers shall be subject to the immediate supervision of their respective principals and to the general supervision of the Superintendent of Schools.

Traveling Personnel

Teaching personnel who work in more than one school will be responsible to the principal of the school in which they are working at a particular time.

School Medical Advisor

The School shall be responsible to the Board of Education. He shall take action as necessary for safe-guarding the health of pupils, teachers, and other personnel of the schools.

Head Nurse

The Head Nurse shall be responsible to the School Medical Advisor.

Policy Adopted:
September 10, 1963

Amended:
November 28, 2000

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Purpose

The Board of Education believes that staff, at all levels, should be involved in giving direction to the educational program of the school district. At the discretion of the Superintendent, an Educational Development council (EDC) shall function for the purpose of strengthening the educational program through recommendations, research, and other forms of assistance to the Superintendent, and, through him, to the Board to best meet the needs of the students, the schools, and the community.

Policy Adopted:
August 19, 1975

Stamford Public Schools
Stamford, Connecticut

Re-Adopted:
October 22, 2002

Appointments to Administrative Positions

In recognition of the crucial role played by the school administrator in the education of our students, it is the policy of the Stamford Board of Education to select only persons of the highest proven merit for assignment to administrative positions.

In cases where candidates for administrative positions are judged to be of equal merit, preference shall be given to a candidate currently employed by the Stamford Board of Education. Therefore, Stamford personnel interested in administrative careers shall be encouraged to enroll in practica at surrounding universities.

In recognition of the responsibility of the chief executive officer of the Board of Education to translate Board policy into effective administrative procedure, the Superintendent shall be obligated to provide for the following:

1. the implementation of a procedure for selection of administrative personnel which reflects the best professional management techniques, and which is free of either internal or external political considerations.
2. the appointment of screening committees who shall have the responsibility of initial review of credentials, interviewing of candidates, and submission of recommendations to the Superintendent, and whose members shall represent a balance of viewpoints associated with the administrative position under consideration.
3. the posting of notice, both within and without the district, for all administrative vacancies, excluding only interim or short term administrative vacancies. Such interim or short term vacancies may be posted only within the district, with the duration of the assignment clearly designated.
4. the development of clearly defined criteria whereby the qualifications of the candidates may be judged. Job descriptions developed in this process, and approved by the Board of Education, shall become Board policy.
5. the opportunity for systematic counseling for members of the Stamford professional staff who apply for and fail to receive appointment to administrative positions.
6. the final nomination to the Board of Education of candidates for administrative positions who, in the judgment of the Superintendent, present the most outstanding potential for success.

In recognition of the ultimate accountability of the Board of Education to the citizens of Stamford for the quality of education it provides, the Board, in considering the nomination of the Superintendent, shall have access to the following data:

1. the names of all members of screening committees and their respective chairmen.
2. the names, paper credentials and screening committee evaluations of all candidate finalists selected for interview by the Superintendent.

The Board of Education may accept or reject the nomination of the Superintendent. If the administrative vacancy to be filled is that of Building Principal or other administrator holding supervisory responsibilities over principals and other administrators, the Board of Education may choose to meet with the nominee before acting upon the recommendation of the Superintendent. In the event that the Board rejects the nomination, the Superintendent, before the next regular meeting of the Board of Education, shall present another nomination. Nothing shall preclude the Superintendent from submitting a previously rejected nomination for a second time or from recommending the reopening of the position.

Policy Adopted:
September 10, 1963

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Amended:
September 8, 1964
March 9, 1965
August 10, 1965
September 14, 1965
February 12, 1969
November 25, 1975
June 26, 1979
November 28, 2000