



**Boulder Valley School District**  
**File: CBA/CBB**  
**Adopted: February 10, 1977**  
**Revised:**

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## **QUALIFICATIONS, DUTIES/RECRUITMENT AND APPOINTMENT OF SUPERINTENDENT**

One of the most important functions of the Board of Education is the selection of the Superintendent of Schools, who acts as its chief executive officer with the authority to manage and direct the affairs of the School District under the policies and procedures adopted by the Board of Education. Since the chief executive officer is responsible to the Board for the total operation of the School District, the Board refers to the Superintendent for advice and/or recommendations relative to all school matters.

The Board shall exercise its own prerogative in the selection and appointment of the Superintendent of Schools.

### **Duties of the Superintendent**

1. Attends all regular and special Board of Education meetings and makes recommendations on matters presented in such meetings.
2. Represents the Board in dealing with the staff.
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4. Responsible for the custodial maintenance of public records.
5. Responsible for positive school-community relations to ensure a two-way flow of communications.
6. Assists the Board of Education with policy recommendations and places before the Board helpful facts resulting from investigations, information, and reports, and seeks the assistance of the professional and service staffs in formulating recommendations.
7. Compiles and maintains a current manual of policies and regulations outlining guidelines and regulations for the total operation and functioning of the Boulder Valley School District RE2.
8. Provides for the improvement and supervision of instruction in the schools, which includes making recommendations to the Board regarding modification of the curriculum and courses of study.

9. Makes all personnel recommendations for the Board's consideration, including employment, promotion, and dismissal. Responsible for transfer of employees when in his judgment transfer is in the best interests of the District.

10. Supervises the preparation, presentation, and administration of the School District budgets and assists the Board in analysis of the budgets.

11. Assumes responsibility over the safety, health, and citizenship programs of the School District.

12. Cooperates with architects and engineers and advises the Board in planning new units and sites for the schools.

13. Responsible for general supervision of District activities and assignment of all personnel, including any necessary modifications of assigned duties (for efficiency operation of the District).

14. May properly delegate and supervise any of the previously listed functions.

LEGAL REFS.: C.R.S. 22-32-110(1)(g)  
C.R.S. 22-44-115(4)

**End of File: CBA/CBB**