

LEGALLY MANDATED DUTIES OF THE SUPERINTENDENT

The duties of the Superintendent are set forth in sections §18-4-10, §18-4-11, and §18-5-25 of the West Virginia Code as follows:

The Superintendent shall:

- (1) Act as the chief executive officer of the Board, and execute under the direction of the State Board all its educational policies;
- (2) Nominate all personnel to be employed; in case the Board refuses to employ any or all of the persons nominated, the Superintendent shall nominate others and submit the same to the Board at such time as the Board may direct, but no such person or persons shall be employed except on the nomination of the Superintendent;
- (3) Assign, transfer, suspend, or promote teachers and all other school employees of the district, subject only to the approval of the Board, and to recommend to the Board their dismissal pursuant to the provisions of this chapter;
- (4) Organize and attend district institutes; organize and direct reading circles and boys' and girls' clubs;
- (5) Close temporarily a school when conditions are detrimental to the health, safety, or welfare of the pupils;
- (6) Certify all expenditures and monthly payrolls of teachers and employees;
- (7) Attend all meetings of the Board or its committees, except when his/her tenure, salary, or administration is under consideration;
- (8) Administer oaths and examine under oath witnesses in any proceedings pertaining to the schools of the district, and have the testimony reduced to writing;
- (9) Exercise all other authority granted by law or required by the Board or State Board;
- (10) Act in case of emergency as the best interests of the school demand;

- (11) Visit the schools as often as practical; observe and make suggestions concerning the instruction and classroom management of the schools and their sanitary conditions;
- (12) Report to the Board cases of incompetence, neglect of duty, immorality or misconduct in office of any teacher or employee;
- (13) Recommend for condemnation buildings unfit for school use;
- (14) Call, at his/her discretion, conferences of principals and teachers to discuss the work of the schools of the district;
- (15) Report to the Board the progress and general condition of the schools;
- (16) Make such reports as are required by the State Superintendent;

As Secretary of the Board, the Superintendent shall:

- (1) Take the oath prescribed in the constitution performing any of the duties of his/her office;
- (2) Attend all Board meetings and record its official proceedings in a book kept for that purpose;
- (3) Record the number of each order issued, the name of the payee, the purpose for which the order was issued, and the amount thereof. Every order shall be signed by the Secretary and the President of the Board;
- (4) Care for and keep all papers belonging to the Board, including evidences of title, contracts, and obligations. They shall be kept in the secretary's office, accessibly arranged for reference;
- (5) Record and keep on file all papers and documents pertaining to the business of the Board;
- (6) Make a tabular report to the Board on or before the 20th day of July, annually, showing all the statistics and facts required by the blanks furnished by the State Superintendent. He may collect his/her material from the annual report of the Sheriff, the teachers' register, and such other sources as he thinks desirable, and he may accompany his/her report with such explanation and comment as he deems pertinent;
- (7) Keep the accounts and certify the reports required by law or requested by the Board;
- (8) Administer oaths to school officers, teachers, and others making reports;

(9) Deliver in proper condition to his/her successor all records and property pertaining to his/her office;

(10) Exercise such other duties as are prescribed by law or the Board.

SOURCE: Board of Education Minutes

DATE: February 23, 1987 - October 16, 2000

LEGAL REFERENCE: School Laws of West Virginia: §18-5-25 - §18-4-10 - §18-4-11

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