

Administration

Superintendent of Schools

The superintendent of schools is the chief executive officer of the county office of education elected by the voters of the county. He/she is ex officio secretary and executive officer of the county board.

The superintendent shall

- (a) superintend the schools of the county;
- (b) visit and examine each school in the county at reasonable intervals to observe their operation and to learn of their problems. The superintendent may annually present a report of the state of the schools in the county, and of the county office of education, including, but not limited to his/her observations while visiting the schools, to the county board of education and the board of supervisors;
- (c) keep a record of his/her official acts, and of all the proceedings of the county board of education, including a record of all certificates held by certificated persons within the schools of the county;
- (d) enforce the county course of study;
- (e) enforce the use of state textbooks and of high school textbooks regularly adopted by the proper authority;
- (f) deliver to his/her successor, at the close of his/her official term, all records, books, documents, and papers belonging to the office, taking a receipt for them, which will be filed in the office of the County Clerk;
- (g) enter into contracts of employment with certificated employees;
- (h) administer leaves of absence, sick leave, bereavement leave, layoffs, dismissals, and industrial accidents and illness leaves; and,
- (i) grant, upon the approval of the county board of education, leaves of absence for study and travel by certificated employees.

In addition to the powers and duties specified above, the superintendent retains such other powers and duties as may be assigned elsewhere in the laws and regulations of the state.

Legal Reference: Public Employment Relations Board (PERB)  
Decision No. 323, June 30, 1983

Government Code  
3540 et seq. Educational Employment Relations Act (EERA)

Administration

Superintendent of Schools (continued)

Legal Reference: (continued)

Education Code  
1010 Ex Officio Secretary  
1092 Compensation for Secretary  
1240 General Duties  
1241 Other Duties  
1293 Power to Contract with Certificated Employees  
1294 Rights of Certificated Employees  
1703 Coordination by County Superintendent

Policy

First reading 12-20-83  
Adopted 1-17-84