

# **ARTICLE V – ADMINISTRATIVE OFFICERS**

## **SECTION 1: The Superintendent**

The Superintendent shall be appointed by the Board as provided by law and shall serve as executive officer of the Board and perform all the duties that are prescribed by law and such other duties, not inconsistent thereto, as the Board may direct.

The duties of the Superintendent as identified in the Code of Alabama are:

### **16-12-3 Duties generally**

- The City Superintendent of schools shall be the chief executive officer of the City Board of Education and shall see that the laws relating to the schools and the rules and regulations of the City Board of Education are carried out.
- The City Superintendent of schools shall explain the true intent and meaning of the school laws, and of the rules and regulations of the City Board of Education and of the State Board of Education, subject to the provisions of this title.
- The Superintendent shall decide, without expense to the parties concerned, all controversies and disputes involving the rules and regulations of the City Board of Education and the proper administration of the public schools.
- The Superintendent shall have authority to administer oaths and to examine under oath witnesses in any matter pertaining to public schools of the city and to cause the examinations to be reduced to writing.
- The Superintendent of school shall conduct all correspondence of the Board, keep and preserve all of its records, receive reports required by the Board and see that such reports are in proper form, complete and accurate. He shall attend all meetings of the Board and of its committees and shall have the right to advise on any motion under consideration, but shall have no vote. In case the Superintendent is absent in the capacity of secretary to the Board, the Assistant Superintendent for Administration or the Assistant Superintendent for Instruction will assume these duties upon approval of the Board.

### **16-12-4 Establishment and Maintenance of Schools**

The City Superintendent of schools shall recommend for approval and adoption by the City Board of Education the kind, grade and location of schools to be established and maintained.

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### 16-12-4 Recommendations of Educational Policy and Rules and Regulations

The City Superintendent of schools, subject to the provisions of this title, shall recommend for approval and adoption by the City Board of Education policies adapted to promote the educational interests of the city, and rules and regulations for the conduct of the schools.

### 16-12-11 Visitation of City Schools by the Superintendent

The City Superintendent of schools shall visit the school, observe the management and instruction and give suggestions for the improvement of the same. He shall advise with principals and teachers and shall endeavor in every way to promote public interest and improve educational conditions.

### 16-12-16 Nomination, Removal, etc. of Teachers, Employees, etc.

The City Superintendent of schools shall nominate in writing for appointment by the City Board of Education all principals, teachers, supervisors, and all other employees of the Board and shall assign to them their positions, transfer them as the needs of the schools require, recommend them for promotion, suspend them for cause and recommend them for dismissal, subject to the provisions of Chapter 24 of the Alabama Code.

All persons so nominated for teaching and supervising positions shall hold certificates issued by the State Board of Education.

The Superintendent shall have the authority and the responsibility for the development of course guides, handbooks, reports, or other publications which are required for the official purposes of the Board of Education and the administration of the school system.

The Superintendent may appoint committees to do research, to develop plans, to write course guides, to recommend textbooks, to evaluate services and insurance programs, and to perform other functions. These committees shall serve in an advisory capacity.

The Superintendent shall have authority to delegate administrative and supervisory duties and functions to assistants, directors, principals, and other administrative personnel.

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SECTION 2: Principals

There shall be a principal assigned to administer each school. The principal shall perform administrative, instructional and other duties and services which are delegated by the Superintendent. All principals in the Opelika City Schools will hold twelve (12) month contracts.