

ADMINISTRATION: Central Office Personnel

Superintendents: Associate Superintendents

1. The Associate Superintendent, Division of Administration shall:
 - a. Conduct the executive direction, control, and evaluation of the countywide program of education in grades K-12
 - b. Serve as principal adviser to the Superintendent of Schools in the administration of the schools and the implementation of the educational program
 - c. Coordinate the activities of the Area Assistant Superintendents in the administration of the schools and the implementation of the educational program
 - d. Prepare or coordinate the preparation of recommended policies and procedures related to the implementation of the educational program
 - e. Coordinate the staff relationship with the Area Assistant Superintendents
 - f. Provide for a periodic evaluation of the personnel assigned to this division
 - g. Perform other duties as required.

2. The Associate Superintendent, Division of Instruction shall:
 - a. Conduct the executive planning, direction, control and review over countywide instructional pupil services
 - b. Serve as principal adviser to the Superintendent of Schools for the administration and operation of the following instructional and pupil personnel services: curriculum development, instructional supervisory services, instructional materials services, special education services, adult education, and federal programs
 - c. Prepare or coordinate the preparation of policies and procedures for the development and functioning of the services within the division
 - d. Coordinate the work of the division in extending services to schools

- e. Provide for a periodic evaluation of the personnel assigned to this division
 - f. Perform other duties as required.
3. The Associate Superintendent, Division of Business and Finance shall:
- a. Conduct the executive planning, direction control, and review over the countywide operations for business and financial services
 - b. Serve as principal adviser to the Superintendent of Schools for the business and financial services of purchasing, budget preparation and control, accounting and payroll, transportation, school lunch, school fund accounting, child accounting, insurance, data processing, and safety and security
 - c. Prepare or coordinate the preparation of policies and procedures for the development and functioning of the services within the division
 - d. Coordinate the work of the division in extending services to schools
 - e. Provide for a periodic evaluation of the personnel assigned to this division
 - f. Perform other duties as required.
4. The Associate Superintendent, Division of Physical Facilities shall:
- a. Conduct the executive planning, direction control, and review related to countywide physical facilities
 - b. Serve as principal adviser to the Superintendent of Schools in all matters related to physical facilities, including: capital planning, architectural planning, building construction and alteration, plant maintenance and operations, site acquisition and property records, and other than school use of facilities
 - c. Prepare or coordinate the preparation of policies and procedures for the acquisition, planning, construction, operation, and maintenance of physical facilities
 - d. Coordinate the work of the division in extending services to schools

- e. Provide for a periodic evaluation of the personnel assigned to this division
- f. Perform other duties as required.

5 The Associate Superintendent, Division of Staff and Community Relations shall:

- a. Conduct the executive planning, direction control, and review of countrywide programs for staff and community relations
- b. Serve as principal adviser to the Superintendent of Schools in all matters related to staff and community relations, including: personnel, educational research, negotiations, human relations, equal employment opportunity, educational information, and staff development
- c. Prepare or coordinate the preparation of policies and procedures for the various departments within this division
- d. Coordinate the work of the division in extending services to schools
- e. Provide for a periodic evaluation of the personnel assigned to this division
- f. Perform other duties as required.

Rule
Approved: 9/18/68
Revised: 10/25/73
Revised: 4/9/81]

Superintendent of Schools