

TEXAS SCHOOL FOR THE DEAF

SUPERINTENDENT QUALIFICATIONS AND DUTIES

BJA

QUALIFICATIONS

A person employed as the Superintendent of the school must hold the appropriate qualifications deemed necessary by the Board.

The Superintendent serves as the educational leader and chief executive officer of both the School and the State Agency known as Texas School for the Deaf.

DUTIES

The duties of the Superintendent include:

1. Assuming administrative responsibility and leadership for the planning, operation, supervision, and evaluation of the education programs, services, and facilities of the School and for the annual performance appraisal of the School's staff.

Education Code 11.201 (d) (1)

2. Assuming administrative authority and responsibility for the assignment and evaluation of all personnel of the School other than the Superintendent and making recommendations regarding the selection of such personnel, as provided by Education Code 11.163.
3. Initiating the termination or suspension of an employee or the nonrenewal of an employee's term contract.
4. Managing the day-to-day operations of the School as its administrative manager.
5. Preparing or causing to be prepared a proposed budget covering all estimated revenue and proposed expenditure of the School for the following year.
6. Preparing or causing to be prepared an Agency Strategic Plan and a Legislative Appropriation Request (LAR) every two years in collaboration with the Board.
7. Preparing recommendations for policies to be adopted by the Board and overseeing the implementation of adopted policies.
8. Developing or causing to be developed appropriate administrative regulations to implement policies established by the Board.
9. Providing leadership for the attainment and, if necessary, improvement of student performance in a district based on the School's Memorandum of Understanding with the Texas Education Agency on the quality of learning indicators of students at the School.
10. Organizing a district's central administration.
11. Consulting with the district-level committee. [See BQA]
12. Ensuring:
 - a. Adoption of a Student Code of Conduct [see FO] and enforcement

of that Code of Conduct; and

- b. Adoption and enforcement of other student disciplinary rules and procedures as necessary.
13. Submitting reports as required by state or federal law, rule, or regulation.
14. Providing joint leadership with a board to ensure that the responsibilities of the Board and Superintendent team are carried out; and
15. Reporting the School's maximum attendance to the Commissioner no later than April 25 of each year, for the purpose of textbook requisitions.

Education Code 31.103 (a)

16. Upon receipt of notice from a law enforcement agency, notifying all instructional and support personnel who have responsibility for supervising a student who has been arrested or taken into custody; notifying all instructional and support personnel who have regular contact with a student who has been convicted of, or adjudicated for, a felony offense or other specified offense. (See Policy GRA)

Code of Criminal Procedure, Article 15.27 (a)(h)

17. Upon receipt of notice from a law enforcement authority regarding a registered sex offender, releasing all information contained in the notice to appropriate school personnel, including peace officers and security personnel, principals, nurses, and counselors.

Code of Criminal Procedure, Article 62.03(g), 62.04(f)

In addition to the duties outlined above, the Superintendent shall:

1. prepare the agenda for Board meetings with input from the Board President;
2. make regular and special reports on school operation; and
3. Such other duties as assigned by the Board.

The Superintendent shall keep abreast of modern educational thought and practices so that the Board and professional staff may be informed of new and promising educational developments. The Superintendent is encouraged to visit other school systems and to attend educational conferences, seminars, workshops, and other professional meetings.

COLLABORATION WITH
THE BOARD

The Board and the Superintendent shall work together to:

1. Advocate for the high achievement of all TSD students;
2. Create and support connections with community organizations to provide community-wide support for the high achievement of all TSD students;
3. Provide educational leadership for the School, including leadership in

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developing the district vision statement and long-range strategic plan [see AE];

4. Establish school-wide policies and annual goals that are tied directly to the School's vision statement and long-range educational plan;
5. Support the professional development of principals, teachers, and other staff; and
6. Periodically evaluate Board and Superintendent leadership, governance, and teamwork.

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