

FILE: CE

Cf: [ABD](#), [BBA](#)

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## SCHOOL SUPERINTENDENT

The Jefferson Davis Parish School Board shall delegate to the Superintendent the authority and responsibility for the efficient administration of the school system. The Superintendent shall perform his/her administrative functions in accord with the policies adopted by the School Board. The execution of all decisions made by the Board concerning the internal operation of the school system shall be delegated to the Superintendent.

The Superintendent shall be the chief executive officer and educational advisor of the School Board and shall discharge his/her duties as prescribed by the Constitution and statutes of the State of Louisiana, as well as School Board policies. As the instructional leader of the school district and its chief executive officer, the Superintendent shall have primary responsibility for personnel actions in the district. The Superintendent shall also be the Secretary and Treasurer of the School Board.

While retaining ultimate responsibility, the Superintendent shall be authorized to delegate certain duties to other members of his/her administrative staff. This shall include, as appropriate, any administrative or supervisory employee.

The School Board shall appoint the Superintendent for a period not to exceed four (4) years, which period, however, may extend no longer than two (2) years after the expiration of the term of office of the membership of the School Board electing the Superintendent. The salary, vacation, and other benefits of the Superintendent shall be determined by the School Board upon his/her appointment. The Superintendent need not reside in the Jefferson Davis Parish School District.

## OFFICE OF SUPERINTENDENT

The Superintendent shall maintain his/her office in the School Board office during regular office hours Monday through Friday, except on designated holidays, to receive the reports of teachers and others and to transact the business required of him/her, except during the time he/she is visiting schools or attending to his/her duties elsewhere.

Revised: June, 1998

Revised: August, 2005

Revised: December 16, 2010

Ref: La. Rev. Stat. Ann. §§[17:54](#), [17:81](#), [17:90](#)

Board minutes, [9-15-05](#), [12-16-10](#)

Jefferson Davis Parish School Board