SCHOOL SUPERINTENDENT

The Livingston 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 Board policies. 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 years after the expiration of the term of office of the membership of the Board electing the Superintendent. The salary, vacation, and other benefits of the Superintendent shall be determined by the Board upon his/her appointment.

OFFICE OF SUPERINTENDENT

The Superintendent shall maintain his/her office in the office building of the Livingston Parish School Board, 13909 Florida Blvd., Livingston, Louisiana, and shall keep his/her office open during the hours of 8:00 a.m. to 4:00 p.m., five (5) days a week, Monday through Friday, except on designated holidays, and modified hours during the summer, 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: March, 2008

Ref: La. Rev. Stat. Ann. §§17:54, 17:81, 17:90; Board minutes, 5-17-07, 3-6-08.

Livingston Parish School Board