

# Linn Benton Lincoln Education Service District

Code: **CBA**  
Adopted: 7/8/98  
Revised: 9/20/23

## Qualifications and Duties of the Superintendent

The Board requires the Superintendent to be a strong educational leader who has the following professional experience and training:

1. Valid Oregon Teacher Standards and Practices (TSPC) license for Superintendent position.
2. Completion of a minimum of ten years successful experience in education, at least two of which are at Superintendent or Deputy/Assistant Superintendent level.
3. Minimum of Master's Degree with advanced work beyond in educational administration subsequent to that degree.
4. Excellent planning and organization skills.
5. Demonstrated strong interpersonal and public relations skills.
6. Effective oral and written communication skills for the purpose of presenting to diverse audiences.
7. Such alternatives to the above qualifications as the LBL Board of Directors may find appropriate and acceptable.

In lieu of the experience and training requirements above, the Board may consider as a candidate for its Superintendent position an individual who meets alternative licensure requirements. The Board may take steps to assist an individual for such a license.

The Superintendent shall have the duty and authority to administer Board approved policies, programs and services and to perform such other duties as are legally mandated.

### General Functions

The superintendent is the executive officer of the ESD and, under the direction of the Board, is responsible for control and operation of the ESD and for implementing the decisions and policies of the Board.

The superintendent has the authority to formulate and delegate duties and responsibilities to subordinate administrative personnel. The delegation of such duties and responsibilities, however, will not relieve the superintendent of responsibility for the action taken under such delegation.

### Specific Functions

Act as the ESD's administrative officer.

Serve as the ESD clerk, performing such duties as required by law or by the Board.

## **Objective 1**

To act as Executive Officer to the ESD Board.

Activities include, but are not limited to:

1. Developing and submitting new policy and/or program recommendations to the Board;
2. Developing and submitting budget proposal to Budget Committee and ESD Board;
3. Making recommendations regarding the adoption of annual and supplemental budgets;
4. Making recommendations regarding employment, promotion and/or termination of TSPC licensed personnel;
5. Employing, promoting and/or terminating non-TSPC-licensed employees;
6. Employing, promoting and/or terminating classified personnel;
7. Providing a report of all new hires to the ESD Board for approval;
8. Making recommendations regarding employee salaries and fringe benefits;
9. Making recommendations regarding the development and use of ESD facilities for ESD programs;
10. Making recommendations regarding ESD program changes;
11. Making recommendations regarding the investment of ESD funds;
12. Co-signing with the Board chair all collective bargaining agreements negotiated by the ESD Board;
13. Providing the Board with information when needed or requested;
14. Preparing with the Board chair the meeting agenda and notifying each Board member of special or emergency meetings;
15. Scheduling ESD program presentations to the Board;
16. In extra-ordinary absences or illness, have an advanced plan delegating general supervisory responsibility and the authority to act in the Superintendent's stead.

## **Objective 2**

To provide administrative and management services for the programs and services of the ESD.

Activities include, but are not limited to:

1. Implementing ESD approved policies;
2. Issuing administrative regulations and procedures when needed;
3. Being responsible for preparation of the budget;
4. Coordinating and facilitating component district Superintendent meetings and regional activities;
5. Carrying out the established procedures for resolution proposals, including Local Service Plan development, approval and implementation;
6. Determining educational services desired by component districts;
7. Assigning ESD staff;
8. Conducting ESD staff meetings;
9. Consulting with ESD staff.
10. Providing information to the Board and public when requested.

### **Objective 3**

To provide the services required of the clerk.

Activities include, but are not limited to:

1. Publishing legally required notices for bid calls;
2. Notifying county clerk of elections and related data;
3. Notifying contracted staff of rehiring for following year by March 15;
4. Authorizing and accounting for the payment of financial obligations;
5. Recording, preparing and maintaining official minutes of the ESD;
6. Maintaining the schedule of Board member and budget committee member terms;
7. Maintaining makeup of zones by districts, numbers of registered voters and Board members.
8. Submitting documents to the county assessor in each county as required by Oregon Local Budget Law.

### **Objective 4**

To provide information related to state statutes, legal opinions and state regulations and to disseminate materials as appropriate.

## Objective 5

Communicate to the public, the legislature, the State Department of Education, component districts, other local agencies and the ESD staff information regarding ESD activities and service functions.

Activities include, but are not limited to:

1. Preparing and distributing ESD information;
2. Preparing and submitting news releases to local news media;
3. Preparing an annual ESD report;
4. Coordinating regional Board meetings;
5. Conducting informational meetings.

END OF POLICY

---

### Legal Reference(s):

[ORS 334.225](#)

[ORS 342.125](#)

[ORS 342.143](#)

[ORS 342.173](#)

[ORS 342.200](#)

[OAR 581-024-0205 to 0310](#)

[OAR 584-023-0006 to 0041](#)

[OAR 584-046-0003 to 0055](#)

[ORS 342.175](#)

[ORS 342.121](#)

[OAR 584-036-0035\(1\)](#)

[OAR 584-080-0151 to 0153](#)