1. The board shall employ a superintendent of schools for a term not to exceed three years on one contract, fix his compensation, and define his duties and powers together with sure powers and duties as prescribed by state code.
2. The board shall have power to discharge a superintendent for cause such as incompetency, immorality, or gross neglect of duty.
3. The superintendent shall be the chief administrative officer of the board, and as such shall be delegated to manage the entire school system by the board. In accordance with these powers, he shall be responsible for the efficient operation of the school system in all of its divisions and to include keeping the employees and patrons informed about school matters.
4. He shall see that the regulations of the board are faithfully followed, and keep the board informed as to how policies are being carried out and to the effectiveness of the policies adopted by the board.
5. The superintendent shall act as professional advisor of the board and furnish such financial and legal information as is required. He shall also be the executive officer of the board and shall supervise and exercise general authority over the work recommendation, promotion, assignment, and transfer of supervisors, instructional, and non-instructional personnel. He may appoint such committees from among those school workers as he may deem necessary to the best interests of the district. If the board should fail to confirm any nomination of the superintendent, then it shall be his duty to make another.
6. He shall assign all teachers to their schools and make such changes in position as appear to be in the best interest of the schools. As far as possible, grade assignments will be made at the time appointments are issued. He may transfer personnel from one assignment to another or from one grade to another, as may seem advisable, with the approval of the board.
7. The superintendent shall formulate and administer means of evaluating the efficiency of each staff member and report findings to the board.
8. The superintendent is responsible for the development of a plan of maintenance, improvement, or expansion of buildings and site facilities needed to properly provide for an adequate educational program. Final decision shall rest with the board.
9. He shall determine facilities needed for transportation of pupils, recommend a form of contract including a special rule for drivers of vehicles used in transporting pupils, and see that
   1. such service is conducted in accordance with state and local laws
   2. that the safety and care of the pupils are assured.
10. He shall investigate cases of violation of the rules of the board and shall have the power to suspend employees (instructional and non-instructional) or pupils with approval of the board.
11. He shall have the right to terminate the employment of classified employees following state law but shall inform the board of such action.
12. He shall investigate promptly and report to the board any evidence that may come to his notice of infringement of the legal rights of the district or circumstances in which the legal responsibility of the district may be involved.
13. The superintendent shall be responsible for a current inventory of all property, furniture, materials, and supplies of the district.
14. The superintendent, when deemed advisable for the safety to the students, shall close school for emergencies.
    1. In cases of extremely cold weather or heavy snow fall, when it would prove hazardous to the safety of students and to the safe operation of vehicles, school would be closed with the consent of the superintendent, the board chairman, and the transportation supervisor.
    2. An "Emergency Schedule" will be announced to parents presenting the reasons for taking this action and giving time schedules. If the emergency schedule were then to be implemented, it would be announced over the radio that the schools would operate on one of the emergency schedules.
15. The superintendent shall provide each school employee with access to the Sugar-Salem School District No. 322 Policy Handbook; and any changes, additions, or deletions of that policy will be provided employees after the board meeting.