

The Superintendent of Schools shall be the chief executive and administrative officer of the Board of Education and shall have, in addition to the powers and duties specifically imposed upon his office by statute (Article 4, Chapter 18 West Virginia Code), all executive and administrative power and duties in connection with the conduct of the schools which are not required by statute to be exercised directly by the Board or by some other officer.

It shall be the duty of the Superintendent to complete all executive and administrative transactions not by law or resolution to be brought before the Board of Education and to prepare all other matters of administrative procedure or policy for Board approval.

It shall be the duty of the Superintendent to direct and supervise the work of all the schools, offices, and employees of the Board of Education; and all such employees shall be subordinate to the Superintendent in all matters, including those specifically assigned by these rules and regulations to a parti-department, division or official.

It shall be the duty of the Superintendent to enforce all rules and regulations of the Board of Education, present for adoption by the Board the annual budget, approve and direct all expenditures within appropriations and assist members with their deliberations, to study the needs of the schools, and to acquaint the Board of Education and public with the needs of the schools.

When any work or act is required of the Superintendent, the doing of such work or act by any subordinate officer or employee, in regular course of duty or by direction of the Superintendent shall be considered compliance with the above mentioned duties.

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