

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 2.14

DUTIES AND RESPONSIBILITIES OF THE SUPERINTENDENT

- A. The Superintendent shall carry out administrative functions in accordance with policies adopted by the Board;
- B. The Superintendent is responsible for carrying out policies within established guidelines and for keeping the Board informed about the program's operations;
- C. To recommend the number of types of positions required to provide proper personnel for the operation of such a program;
- D. To recommend policies on organization, finance, instruction, school and workshop planning, and other functions of the Board's programs;
- E. To appoint, assign, and to define the duties of all personnel;
- F. To supervise the preparation of the annual budget and to recommend it to the Board for approval;
- G. To advise and recommend in matters of business administration;
- H. To keep the Board informed on all aspects of programs/services;
- I. The Superintendent of DD may approve state reimbursement of Mental Retardation Construction Programs under the Developmental Disabilities Services and Construction Act.

Adopted 06/24/85
Revised 04/28/93
10/27/97
Updated 7/24/2012