

**SAN CARLOS SCHOOL DISTRICT
RESOLUTION NO. 22:15-16**

**A RESOLUTION OF THE GOVERNING BOARD OF THE SAN CARLOS SCHOOL
DISTRICT DELEGATING CERTAIN DUTIES TO THE SUPERINTENDENT**

The Governing Board of the San Carlos School District finds and resolves as follows:

WHEREAS, pursuant to Education Code section 35020, the governing board of each school district shall fix and prescribe the duties to be performed by all persons in public school service in the district; and

WHEREAS, pursuant to Education Code section 45103, the governing board of each school district may employ persons for positions not requiring certification qualifications, and shall classify all of these employees and positions; and

WHEREAS, pursuant to Education Code section 45109, the governing board of each school district shall fix and prescribe the duties to be performed by all persons in the classified service and other positions not requiring certification qualifications of the school district; and

WHEREAS, pursuant to Education Code section 35161, the governing board of each school district may execute any powers delegated by law to it or to the district of which it is the governing board, and shall discharge any duty imposed by law upon it or upon the district of which it is the governing board, and may delegate to an officer or employee of the district any of those powers or duties, provided that the governing board retains ultimate responsibility over the performance of those powers or duties so delegated; and

WHEREAS, this Board is empowered under Education Code section 35610 to act in any manner which is consistent with the law and the purposes for which school districts are established; and

WHEREAS, this Board desires to delegate the tasks of reviewing, revising, evaluating, updating, and correcting job descriptions to the Superintendent, reserving to itself the duties of creating and eliminating all positions in the District, including the duty of reducing or eliminating particular kinds of service;

NOW, THEREFORE, BE IT RESOLVED, that:

1. The Board hereby delegates to the District Superintendent the tasks of reviewing, revising, evaluating, updating, and correcting job descriptions of all District employees, except for those employed by contract;
2. In order for the Board to retain ultimate responsibility over the performance of these duties, the Superintendent shall report to the Board at least annually on all changes made to such job descriptions, and the Board shall have the authority at any time to review employee job descriptions, and to make changes to job descriptions regardless of whether they have been approved by the Superintendent;
3. Notwithstanding the delegation of authority to the Superintendent provided for in this Resolution, the Board shall continue to perform the duties of creating and eliminating all positions in the District, including by reducing or eliminating particular kinds of service.

PASSED AND ADOPTED by the Governing Board of San Carlos School District this 14th day of April 2016 by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Kathleen Farley, President of the Governing Board

ATTESTED TO BY:

Clerk of the Governing Board of the San Carlos School District