Qualifications, Duties, and Authority of the Division Superintendent

The Prince William County School Board shall appoint a Division Superintendent of Schools. This responsibility shall be carried out within the period required by law.

The Division Superintendent shall be the chief executive officer of the Prince William County Public Schools system and shall have, at the direction of the Prince William County School Board, general supervision of schools and personnel of the Prince William County Public Schools. The Division Superintendent shall be responsible for the management of the Prince William County Public Schools and shall be accountable to the Prince William County School Board.

The Superintendent shall be offered an appointment as stipulated by law and shall meet the minimum qualifications established by the State Board of Education.

The Superintendent is charged with the responsibility for the administration of the Prince William County Public Schools. The Superintendent shall administer the school system in accordance with the laws of the Commonwealth of Virginia, the regulations of the State Board of Education, and those policies adopted by the Prince William County School Board.

The Superintendent shall be responsible for all administrative functions of the Prince William County Public Schools, including the management and supervision of all personnel, and the selection, supervision, promotion, assignment, reassignment, transfer, and discipline of such personnel, subject to all applicable state laws and regulations, and pursuant to School Board Policy 511, “Staff Selections and Assignments,” Policy 555, “Separation,” Policy 572, “Disciplinary Action,” Policy 554, “Lay-off and Recall,” and all other applicable School Board policies and regulations.

The Division Superintendent may delegate to other Prince William County Public Schools personnel the exercise of any powers and the discharge of any duties imposed upon the Division Superintendent by these policies or by vote of the Prince William County School Board, except as otherwise limited by any applicable School Board policies or by action of the School Board. The delegation of power or duty shall not relieve the Superintendent of responsibility for action taken under such delegation.

The Division Superintendent shall keep abreast of modern educational thought and practices by study, by visiting other school systems, by attendance at educational or business conferences, and by such other means as may appear to be appropriate.
The Superintendent (or designee) is responsible for implementing and monitoring this policy.

This policy and related regulations shall be reviewed at least every five years and revised as needed.


Adopted: December 2, 1992
Reviewed/Revised: February 14, 2018
PRINCE WILLIAM COUNTY SCHOOL BOARD