

-Maintain and manage School Records from 1881 to present (School Census Reports and Teachers Final Reports/Membership Reports)

School records research projects

-Coordinate & organize all county events

- Spelling Bee
- Mathcounts
- Bus Driver Workshop
- School Officers Association meetings
(School Board Members, Administrators, Business Managers)

-Compile School Officers Manual - School Directory

-School Bus Drivers

- Organize required annual workshop training
- Maintain bus driver certification records

-Open Enrollment information. Tuition Waiver and Tuition Appeals

-Organize County Mathcounts Competition and administer test to students

-State Mathcounts (Monitor, Correct Papers)

-Organize & coordinate County Spelling Bee

- Prepare word lists & select words for competition
- Organize over 30 volunteer workers
- Prepare word packets for pronouncers & judges

-State Spelling Bee (Rounds Manager)

-Annexation, Reorganization, and Dissolution

- Secretary to County Committee
- Prepare Informational Sheets prior to county hearing
- Prepare Findings of Fact & booklets for State Board hearing

-Pupil Membership Enrollment Reports

-School Election Information, Vacancies, Special Elections

-Review School Finance Reports

-Issue Work Permits for Minors

-Compulsory attendance, Home Schooling information

-Assist School Business Managers

NDCC 15.1-11-01 County Superintendents of Schools must:

- 1) **Hold a baccalaureate degree from an accredited institution**
- 2) **Hold a valid ND professional teaching license**
- 3) **Have experience teaching in an approved elementary, middle or secondary school**
- 4) **Be approved by a majority of school board presidents in county**