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# **ADMINISTRATION**

## **2.1—DUTIES OF THE SUPERINTENDENT**

The Superintendent of schools shall meet all legal and State Department of Education requirements for certification, unless waived and placed on an ALP (Alternative Licensure Plan) by the school board to be completed in the time frame required by law.

In seeking candidates for the position of Superintendent of School, the Board of Education shall seek assistance from professional persons in the field of education, universities, Division of Elementary and Secondary Education and from such other sources as the Board may deem appropriate.

The Superintendent, as the chief executive officer of the Board and the school system, shall be the administrative head of all departments in the District. The Superintendent shall be responsible to the Greene County Tech Board of Education for administering the school system according to the mandates of the laws, Arkansas Department of Education, other agencies of jurisdiction, and policies governing school operations. The Superintendent, at his/her discretion, may delegate to other school personnel the exercise of any powers and the discharge of any duties. While the Superintendent may delegate his/her duties when and where necessary and appropriate, he/she shall be responsible to the Board for the results of those duties delegated.

The Superintendent shall be the Ex officio financial secretary as provided for in A.C.A. § 6-17-918(a).

Some of the Superintendent's duties include:\*

- 1) Implementing the policies of the Board;
- 2) Being responsible for the planning and implementation of an educational program in accordance with State and Federal requirements and the needs of the District;
- 3) Reporting to the Board concerning the status of the educational program, personnel, and operations, and making recommendations for improving instruction, activities, services, and facilities;
- 4) Acting as a liaison between the Board and school personnel;
- 5) Making recommendations to the Board concerning personnel employment, discipline, and termination;
- 6) Communicating the District's vision and mission to staff, students, parents, and the community;
- 7) Being responsible for the development of short- and long-term goals for the District;
- 8) Preparing and presenting an annual budget for the District to the Board for its consideration;
- 9) Administering the District's budget and regularly reporting to the Board on the financial condition of the District;
- 10) Attending and participating in all meetings of the Board except when his employment is being considered;
- 11) Preparing, in consultation with the Board President, the agenda for all Board meetings;

- 12) Being responsible for the planning and implementation of an effective personnel evaluation system that is aligned with the goals of the District; and
- 13) Maintaining a current knowledge of developments in curriculum and instruction, as well as pertinent legal changes, and advising the professional staff and Board of such information.

The board encourages the Superintendent or designee to attend local, state and national meetings and workshops that will improve the ability to serve the district. The board will approve payment of expenses for attending such meetings, however, no in district expenses will be reimbursed.

*\* These duties and responsibilities may be amended by your district as needed.*

(Includes Old School Board Policy CE, CEA, CEB, CEC, CEF, CEG, CM,CMA, CMAD,CO)

Date Adopted: April 16, 1992

Last Revised: May 21, 2009, June 2019

## **2.1.1—DUTIES OF BUILDING PRINCIPAL/ADMINISTRATORS**

Before any new administrative or supervisory position is established, the Board of Education must approve a job description for the position, as presented by the Superintendent. The Superintendent shall maintain a comprehensive and up to date job description for all positions in the district.

Building principals shall be required to supervise and direct the programs in the school of assignment. Principals shall work under the direction of the Superintendent/designee to who they are professionally and administratively responsible.

The Board of Education shall, upon the recommendation of the Superintendent, employ such administrative and supervisory personnel as needed to carry out the policies and regulations of the board.

Includes (Old School Board Policy CD, CG, CGB, CGBAA, )

Date Adopted: April 16, 1992

Last Revised: May 21, 2009

## **2.1.2—RECRUITMENT AND HIRING**

The Board of Education shall employ such professional and other employees as may be necessary for the proper conduct of the public schools. Each individual must be highly qualified and licensed by the State Board of Education, unless it is a defined critical shortage area and an ALP plan will be developed. Appointments of administrative personnel shall be made by the Board of education upon consideration and recommendation made by the Superintendent. The selection will be based on the following general criteria:

1. Appropriate certification
2. Quality of credentials
3. Appropriate successful experience
4. Knowledge of and insight of curriculum

Date Adopted: April 16, 1992

Last Revised: May 21, 2009

## **2.2—SUPERINTENDENT COMPENSATION**

The salary and employment benefits of the Superintendent shall be determined by the Board. This includes such benefits as insurance, transportation allowances, annual vacations, holidays, and any other entitlements as deemed appropriate.

The Board of Education shall have the authority to terminate the contract of and discharge the Superintendent of Schools for the failure to perform any job duties provided by law, or imposed by the State of Education.

The Board of Education shall approve the resignation of the Superintendent of Schools. The Superintendent shall submit his/her resignation in written form to the Board at least forty-five (45) days prior to the effective resignation date unless otherwise agreed upon by the Board and the Superintendent.

(Includes old board policy CEE, CEJ, CEK, CEL)

Date Adopted: May 21, 2009

Last Revised:

## **2.2.1 ADMINISTRATOR COMPENSATION**

The salary and employment benefits of the Administrators shall be determined by the Board of Education based on an index system.

The Board of Education prohibits administrative personnel from canceling contracts of employment during the school term or for a period of thirty (30) days prior to the beginning of the school year, unless such cancellation is mutually agreed upon by the employee and the board. At any other time, such personnel may resign upon giving (14 days) or 2 weeks notice to the school board and the school board voting to accept the resignation.

(Includes old board policy CGN, CGO)

Date Adopted: April 16, 1992

Last Revised: May 21, 2009



## **2.3—SUPERINTENDENT ATTENDANCE AT SCHOOL BOARD TRAINING CONFERENCES**

The Greene County Tech School District Board of Directors recognizes the District benefits from the superintendent and the members of the Board of Directors jointly attending school board member training conferences. The joint attendance provides an opportunity for the superintendent and members of the Board of Directors to develop their working relationship in a less formal setting and allows the superintendent and members of the Board of Directors to jointly build upon the training received. These benefits are even more evident when the superintendent is new to the District.

In recognition of these benefits, the Board of Directors authorizes the Greene County Tech School District to cover the costs associated with the current superintendent or the individual who has a signed superintendent contract with the Greene County Tech School District for the upcoming school year to jointly attend school board training conferences with the members of the Board of Directors.

Date Adopted: April 2018

Last Revised: