

Policy No.: 303.04  
Adopted 1-12-2004  
Revised 11-9-2015

### **SUPERINTENDENT DUTIES**

The board employs a superintendent of schools to serve as the chief executive officer of the board. The board delegates to the superintendent the authority to implement board policy and to execute decisions made by the board concerning the internal operations of the school district, unless specifically stated otherwise.

The superintendent shall be responsible for the implementation and execution of board policy and the observance of board policy by employees and students. The superintendent shall be responsible for overall supervision and discipline of employees and the education program.

In executing the above-stated duties, the superintendent shall consider the financial situation of the school district as well as the needs of the students. Specifically the superintendent:

#### **Board of Education**

- Serves as the executive officer of the board;
- Attends and participates in all meetings of the board, except when the superintendent's employment or salary is under consideration when the superintendent has been excused;
- Prepares the agenda for all board meetings;
- Reports to the board on such matters as deemed material to the understanding and proper management of the school district or as the board may request;
- Provides the board data in which to make decisions;
- Keeps the board informed of serious disciplinary or other potentially significant problems;
- Makes recommendations affecting the school district;
- Supervises the preparation and distribution of reports and information prior to board meetings;
- Makes recommendations on the action to be taken on all matters brought before the board;
- Works with the school board to develop district vision;
- Maintain a positive relationship with the members of the board of education;
- Build the board, through mentorship, team planning to ensure the cohesiveness of the board;
- Provides accurate, timely, and complete information when presenting a critical issue to the board;
- Assembles data to assist the board of education in negotiations for salaries;
- Performs other duties as may be assigned by the board.

#### **Personnel**

- Makes recommendations to the board for the selection of employees for the school district.
- Evaluates and updates job descriptions on an ongoing basis;
- Keeps personnel records on each staff member;
- Summons employees of the school district to attend such regular and occasional meetings as are necessary to carry out the education program of the school district;
- Recommends to the board, for final action, the promotion, salary change, demotion, or dismissal of

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- any employee;
- Supervises and evaluates the administrators who report directly to him/her and ensures that all other personnel are supervised and evaluated;
- Defines the duties of all positions and delegates necessary responsibility and authority for the efficient operation of the school, but remains responsible for the execution of such posers so delegated;
- Makes and records assignments and transfers of all employees pursuant to their qualifications;
- Employs such employees as may be necessary, within the limits of budgetary provisions and subject to the board's approval;
- Suspends employees when circumstances warrant;
- Ensures staff participation in relevant professional development activities;
- Supervises principal and evaluates the principal in writing annually and insures evaluations of staff are completed according to board policy;
- Serves as chief liaison between the board and school staff;
- Approves vacation schedules for employees;
- Conducts periodic district administration meetings;
- Promotes academic rigor and excellence among staff and students.

### **Public Relations**

- Represents the board as a liaison between the school district and the community;
- Works in cooperation with the board to devise and implement effective public relations strategies;
- Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the school district and the community;
- Formulates internal and external communication strategies in a timely and appropriate manner;
- Works to build strong relationships with staff, community, and the board;
- Exhibits acceptable moral and ethical integrity in his/her actions.

### **Policy Governance**

- Interprets and implements all board policies and all state and federal laws relevant to education;
- Supervises, either directly or through delegation, all activities of the school system according to, and consistent with, the policies of the board;
- Adopts such measures as necessary to give force and effect to the board policies;
- Utilizes policy in his/her decision-making on a daily basis;
- Actively reviews and works with the board to maintain, review, and update district policy on a routine basis;
- Recommends policies for the board's consideration;
- Utilizes data to help the board make policy decisions that will ensure progress in student achievement.

### **Business/Financial Management**

- Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the board for review and approval;
- Establishes and maintains efficient procedures and effective controls for all expenditures of

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school district funds in accordance with the adopted budget, subject to the direction and approval of the board;

- Files, or causes to be filed, all reports required by law;
- Signs all claims for state and federal reimbursement;
- Acts as the purchasing agent for the board, and establishes procedures for the purchase of books, materials and supplies;
- Provides continued updates and proper budget summary information to the board in a timely and appropriate fashion;
- Knowledgeable and involved in current legislative matters pertaining to the financial well-being of the school district;
- Includes the board in the budget planning and development process;
- Seeks opportunities to promote school programs and utilize community and alternative resources to fund and enhance learning.

### **Planning/School Improvement**

- Evaluates the progress of the school toward specific school goals and philosophy;
- Develops a school calendar and presents it to the board in May for the coming year;
- Ensures that the district regularly engages in a strategic planning process;
- Supervises the implementation of goals established in the planning process and ensures that progress is regularly reported to the board;
- Assumes responsibility for the efficient maintenance and use of district facilities and sites, and for recommending to the board plans for needed improvements; and
- Assumes responsibility for directing the organization and supervision of support services (such as transportation and food programs), and for recommending to the board plans for needed improvements.
- Ensures the district maintains an effective and current school improvement plan, and provides the board with scheduled updates and recommendations.
- Develop a vision and achieve success through its planning and implementation.
- Regularly review the progress of the district against the vision and mission.
- Involves the board and administration in the planning and leadership of the district.

### **Curriculum/Instructional Management**

- Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with board policies;
- Supervises methods of teaching, supervision, and administration in effect in the schools;
- Accepts responsibility for the general efficiency of the school system, for the development of the employees, and for the educational growth and welfare of the students;
- Promotes academic rigor and excellence among staff and students;
- Defines educational needs and formulates policies and implementation plans for recommendation to the board;

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- Ensures that the district complies with all legal requirements and maintains its state accreditation;
- Ensures quality and effective curriculum is provided to all students;
- Demonstrates an understanding of effective classroom instruction;
- Develop and implement a process for professional growth for staff;
- Uses data to make sound educational decisions to ensure the district is progressing;
- Identify facilities needs and improvements to support student achievement;
- Maintains sound fiscal decision-making to improve student achievement.

### **Professional Growth**

- Attends such conventions and conferences at the local, state, and national levels as are necessary to keep informed of the latest educational trends;
- Attends such conventions and conferences as are necessary to keep abreast of the latest trends that might have an impact on the schools, in keeping with board policies and regulations.

### **Standards and Assessments**

- Assigns responsibility to ensure the school district complies with state standards in Mathematics, Reading/Writing, Science, Social Studies/History;
- Ensure that the school district, develops standards that are adequate to represent the knowledge of the students;
- Ensures that all standards for which reporting is required are taught, assessed and reported at the local level.

### **Administrative Duties**

- Keeps the board informed of current school laws and significant changes in school law;
- Attends ESU #10 superintendents meetings and conference executive council meetings;
- Defines educational needs and formulates policies and plans for recommendation to the board;
- Makes administrative decisions necessary for the proper functioning of the school district;
- Makes rules and regulations on routine matters not covered by board of education policies;
- Responsible for scheduling the use of buildings and grounds by all groups and/or organizations;
- Supervises all repairs to the school buildings as authorized by the board;
- Is responsible for maintenance of school facilities and equipment;
- Assembles data, develops and recommends building programs and acts as educational advisor to the architects in the preparation of plans and specifications for new construction;
- Determines if weather conditions are too adverse for the school to operate and acts accordingly;
- Supervises the establishment or modification of the boundaries of school attendance and transportation areas subject to approval of the board.

This list of duties shall not act to limit the board's authority and responsibility over the superintendent. In executing these duties and others the board may delegate, the superintendent shall consider the school district's financial condition as well as the needs of the students in the school district.

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Legal Reference Neb Statute 79-501  
Neb Statute 79-828

Cross Reference: School Board Policy Process  
Administrative Structure  
Superintendent Evaluation