

TABLE OF CONTENTS

SECTION 2—ADMINISTRATION

2.1—DUTIES OF THE SUPERINTENDENT _____ 1

2.2—SUPERINTENDENT COMPENSATION _____ 2

2.3—SUPERINTENDENT ATTENDANCE AT ~~SCHOOL~~-BOARD TRAINING CONFERENCES _____ 3

ADMINISTRATION

2.1—DUTIES OF THE SUPERINTENDENT

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 ~~_____~~ Board of ~~Education~~ for administering the school system according to the mandates of the laws, Division of Elementary and ~~Secondary~~ Education, other agencies of jurisdiction, and policies governing school operations. 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~~ 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~~ District 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-her 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-;
14. Performing duties assigned by the Superintendent's contract;
15. Doing all such other things necessary for the proper conduct of the District in a manner consistent with the Policies of the Board.

Reference: _____ ASBA Model Policies

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

Date Adopted:

Last Revised:

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.

[Reference: ASBA Model Policies](#)

Date Adopted:

Last Revised:

2.3—SUPERINTENDENT ATTENDANCE AT ~~SCHOOL~~ BOARD TRAINING CONFERENCES

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

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

Reference: ASBA Model Policies

Date Adopted:

Last Revised: