

## **POLICY REFERENCE MANUAL**

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## ROLE OF ADMINISTRATION

In this series of the board policy manual, the board defines the role and the employment of school district administrators. Policies in the 400 Series, "Employees," also apply to administrators unless a more specific policy exists in the 300 Series, "Administration."

School district administrators have been given a great opportunity and responsibility to manage the school district, to provide educational leadership, and to implement the educational philosophy of the school district. They are responsible for the day-to-day operations of the school district. In carrying out these operations, the administrators are guided by board policies, the law, the needs of the students, and the wishes of the citizens in the school district community.

It shall be the responsibility of the administrators to implement and enforce the policies of the board, to oversee employees, to monitor educational issues confronting the school district, and to inform the board about school district operations.

While the board holds the superintendent ultimately responsible for these duties, the principals are more directly responsible for educational results, for the administration of the school facilities and for the employees.

The board and the administration shall work together to share information and decisions under the management team concept.

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## STRUCTURE OF MANAGEMENT

The board and the administrators shall work together in making decisions and setting goals for the school district. This effort is designed to obtain, share, and use information to solve problems, make decisions, and formulate school district policies and regulations.

It shall be the responsibility of each administrator to fully participate in the management of the school district by investigating, analyzing, and expressing their views on issues. Those board members or administrators with special expertise or knowledge of an issue may be called upon to provide information. Each board member and administrator shall support the decisions reached on the issues confronting the school district.

The board shall be responsible for making the final decision in matters pertaining to the school district.

It shall be the responsibility of the superintendent to develop guidelines for cooperative decision-making.

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## MANAGEMENT TEAM

***If this description of the management team does not reflect a school district's management team, this policy should be amended to reflect the actual description.***

The board considers the management team to be the Superintendent and principal as well as any other persons the administration selects for a particular purpose. The management team shall be headed by the superintendent. The superintendent shall convene meetings to discuss school district policies, administrative procedures and other business brought to the superintendent's attention.

The management team shall meet with the board upon the board's request or superintendent's recommendation to review overall operations of the school district and conditions affecting the management team. The management team shall have no relationship to the formal negotiating unit. In the event a member or members of the management team are unable to resolve a problem, a committee of one board member, one management team member, and the superintendent shall investigate the circumstances and make a recommendation. If the recommendation does not settle the matter, the board and the management team shall meet to resolve the matter. The board may seek the advice of outside management consultants to assist in resolving the matter.

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## SUCCESSION OF AUTHORITY TO THE SUPERINTENDENT

In the absence of the superintendent, it shall be the responsibility of the other administrators to assume the superintendent's duties. The succession of authority to the superintendent shall be in this order:

1. \_\_\_\_\_ Principal \_\_\_\_\_
2. \_\_\_\_\_ Counselor \_\_\_\_\_
3. \_\_\_\_\_ Activities Director \_\_\_\_\_

If the absence of the superintendent is temporary, the successor shall assume only those duties and responsibilities of the superintendent that require immediate action. If the board determines the absence of the superintendent will be a lengthy one, the board shall appoint an acting superintendent to assume the responsibilities of the superintendent. The successor shall assume the duties when the successor learns of the superintendent's absence or when assigned by the superintendent or the board.

All references to "superintendent" in this policy manual shall mean the "superintendent or the superintendent's designee" unless otherwise stated in the board policy.

Cross Reference:     302     Superintendent

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## COMMUNICATION CHANNELS

Questions and problems shall be resolved at the lowest organizational level nearest to the complaint. School employees shall be responsible for conferring with their immediate supervisor on questions and concerns. Students and other members of the school district community shall confer with a certificated employee and then with the principal on questions and concerns. Policies referenced at the end of this page shall serve as guidelines for additional resolution of conflicts.

It shall first be the responsibility of the administrators to resolve questions and problems raised by the employees and the students they supervise and by other members of the school district community.

Legal Reference: Nebraska Statute 79-254 et seq.

Cross Reference: 204.12 Public Participation in Board Meetings  
402.05 Employee Grievances  
504.01 Student Due Process Rights  
1005.01 Public Complaints

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## SUPERINTENDENT QUALIFICATIONS, RECRUITMENT, APPOINTMENT

The board shall employ a superintendent to serve as the chief executive officer of the board, to conduct the daily operations of the school district, and to implement board policy with the power and duties prescribed by the board and the law.

The board shall consider applicants that meet or exceed the standards set by the Nebraska Department of Education and the qualifications established in the job description for the superintendent position. In employing a superintendent, the board shall consider the qualifications, credentials and records of the applicants without regard to race, color, religion, sex, national origin, age, or disability. The board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing a superintendent, the board shall also consider the school district's educational philosophy, financial situation, organizational structure, education programs, and other factors deemed relevant by the board.

The board may contract for assistance in the search for a superintendent.

Legal Reference: 29 U.S.C. §§ 621-634 (1994).  
42 U.S.C. §§ 2000e et seq. (1994).

Cross Reference: 201.01 Board Powers and Responsibilities  
301 Administrative Structure

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## SUPERINTENDENT CONTRACT AND CONTRACT NONRENEWAL

***April 15 is the notice date established by law. The board may select an earlier date but not a later date.***

It shall be the responsibility of the board to provide the contract for the position of superintendent. The length of the contract for employment between the superintendent and the board shall be determined by the board, but shall not exceed three years. The contract will begin on July 1 and end on June 30. The contract shall state the terms of employment.

The superintendent serves the board as a probationary certificated employee, regardless of length of service. The superintendent's contract shall be deemed renewed and will remain in full force unless it is amended or not renewed. The superintendent and board may mutually agree to terminate the superintendent's contract at any time.

In the event of nonrenewal, termination or amendment of a contract, the board shall afford the superintendent appropriate due process, including notice of its intent by December 15. Unless continued by mutual written agreement according to statutory procedures, the board shall take final action on the contract by December 15.

If the superintendent wishes to resign, to be released from a contract, or to retire, the superintendent must comply with board policies dealing with retirement, release or resignation.

Legal Reference:                      Neb. Statute 79-822  
   Neb. Statute 79-824 to 842

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



## RESIDENCE REQUIREMENTS FOR ADMINISTRATORS

The board of education finds that it is beneficial for school district administrators to live within the district for many reasons, only some of which are enumerated in this policy. Being domiciled within district boundaries: enhances the quality of administrators' performance by engendering greater personal knowledge of the school district and community; creates a greater personal stake in the school district's progress; diminishes absenteeism and tardiness; promotes an improved working relationship with parents, patrons and teachers; reduces response time in cases of emergencies; and enhances the general economic benefits for the school district and community.

As a condition of employment, newly hired administrators shall be required to establish their domicile within school district boundaries. As a condition of continued employment, currently employed administrators who live in the school district shall be required to continue their domicile within school district boundaries. A domicile is a person's established home and the place to which one intends to return when absent there from.

Approved: April 27, 2009

## SUPERINTENDENT SALARY AND OTHER COMPENSATION

***Boards that pay professional dues for the superintendent should document that doing so is an appropriate use of public funds and why it is an appropriate use.***

The board has complete discretion to set the salary of the superintendent. It shall be the responsibility of the board to set the salary and benefits of the superintendent at a level that will include consideration of, but not be limited to, the economic condition of the school district and the training, experience, skill, and demonstrated competence of the superintendent. The salary shall be set at the beginning of each contract term.

In addition to the salary and benefits, the superintendent's actual and necessary expenses shall be paid by the school district when the superintendent is performing work-related duties. It shall be within the discretion of the board to pay dues to professional organizations for the superintendent. The information and professional relationships offered by these organizations are an important component in assisting the superintendent with the successful completion of his or her duties.

The board may approve the payment of dues and other benefits or compensation over and above the superintendent's contract. Approval of dues and other benefits or compensation shall be included in the records of the board in accordance with board policy.

Cross Reference: 302 Superintendent

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## SUPERINTENDENT JOB DESCRIPTION

### Job Description:

Provide leadership to ensure the district provides the best possible educational programs and services for all students of the school district. To lead, guide, direct every member of the administrative, instruction, and support services staff in setting and achieving the highest standards of excellence in educational programs and operations. To be responsible for a system of supervision and evaluation for all staff designed to meet the goals of the school district. To oversee and administer the use of all facilities, property, and funds in the best interest of students, school district, and community.

### Job Requirements:

- A. Administrative Specialist Degree (Nebraska Department of Education)
- B. Experience A minimum of three (3) to five (5) years of classroom teaching is necessary to be considered for this position.

### Reports to:

Board of Education

### Supervises:

Directly or indirectly, all school district employees.

### Performance Responsibilities:

The job responsibilities of the Superintendent include the ability to function effectively in each of the following areas:

### Superintendent/Board Relations

- A. Support and facilitate the work of the Board of Education.
- B. Maintain open and appropriate communication with the Board of Education.
- C. Oversee the management of the district according to Board policy.
- D. Ensure complete compliance with all state/federal laws/regulations and Board policy.
- E. Communicate appropriate district needs, activities, accomplishments, critical issues to the Board of Education in a timely fashion.
- F. Present information and recommendations to assist the Board in performing its duties, effectively.
- G. Schedule, post, attend, and conduct all meetings of the Board of Education in accordance with the Nebraska Open Meetings Act.
- H. Advise and recommend action by the Board as appropriate concerning student and staff disciplinary issues.
- I. Assist the Board in annually developing short and long-range goals for the school district.
- J. Represent the school district to media and other groups as deemed appropriate by the Board of Education.
- K. Perform other tasks as may be assigned by the Board of Education.

### Policy

- A. Ensure the policies/procedures/operational protocol/administrative guidelines and school law regulations are carried out and promote a safe, respectful, and healthy school environment.
- B. Utilize a defined process to review and revise policy.
- C. Ensure administrative and board input when designing new policy.

- D. Ensure administrators enforce and regulate policy according to the approved administrative guidelines in place.
- E. Delegate with discretion the powers and duties as appropriate, with the knowledge that such delegation does not relieve the Superintendent of final responsibilities for action taken.

#### Leadership

- A. Motivate, lead, guide and direct administration, staff, students, and community members.
- B. Implement the district mission and vision statement.
- C. Facilitate and implement the development of a collaborative educational vision and assist the Board in setting priorities for the school system.
- D. Provide leadership to the Board of Education for the purpose of implementing the district's vision, mission, and goals.
- E. Serve as the educational leader of the district. Perform job responsibilities using the mission and vision statement to guide decision-making.
- F. Communicate the educational vision and priorities effectively to staff, students, and community.
- G. Ensure the Board reviews, adopts and receives updates on the School Improvement Plan.
- H. Collaborate with the Board to establish and sustain long and short term operational and achievement goals.

#### School Finance Planning/Management

- A. Demonstrate the ability to provide effective financial forecasting and long and short-term financial planning.
- B. Engage the Board of Education in a series of budget related workshops to educate and sustain support of the development (needs and priorities) and funding of the budget.
- C. Establish and maintain efficient procedures and effective controls for operations and all expenditures of district funds in accordance with the adopted budget, policy, applicable state/federal laws and regulations.
- D. Ensure that an annual audit is performed and report findings to the Board of Education.
- E. Provide prior notice and justification for expenditures and/or the need to depart from the board-adopted budget/policy related to any and all financial matters.

#### Curriculum and Instruction

- A. Oversee the planning and evaluation of curriculum and instruction to ensure student achievement meets the outcome goals established by the board and administrative leadership team.
- B. Maintain a working knowledge of current research and educational issues.
- C. Conduct continuous reviews and assessments to ensure the educational advancement of the school district.
- D. Develop, implement, and monitor the change process to improve the curriculum and instruction throughout the district.
- E. Ensure a comprehensive system of student assessment district wide.
- F. Recommend curriculum needs, appropriate instructional practice, and professional development to support the educational standards of the district.
- G. Educate and advise the Board regarding the educational programs and instructional practices utilized in the school district.
- H. Communicate effectively with staff, students, and the community regarding educational trends, curriculum needs, and instructional programs.
- I. Ensure the adopted curriculum and instruction methods comply with policy and applicable state/federal laws/regulations.

- J. Ensure the district communicates student progress and curriculum standards to parents on a scheduled basis.

#### Staff Development

- A. Foster an environment that encourages continuous learning and improvement on the part of all district staff and administrators.
- B. Develop and implement an effective system of staff development focused on improving the educational and operational programs of the district, with appropriate input from the Board, administration, and staff.
- C. Provide opportunities for staff to participate in conferences, visitations, and coursework within the framework of the approved budget and overall goals for curriculum and instruction.
- D. Provide the board with a staff development plan developed based upon district priorities, needs, and budget.

#### Communication

- A. Communicate clearly with staff, students, parents, and community both verbally and in written form.
- B. Communicate appropriate district information and in a timely manner with all staff.
- C. Communicate to all staff members, directly through delegation, actions of the Board relating to personnel matters.
- D. Conduct meetings as necessary with administrators, certificated staff and support staff concerning the improvement and welfare of the school district.

#### District/Community Relations

- A. Establish and maintain a program of public relations to ensure a cooperative working relationship between the school district and community. Provide continuous and current communications regarding school district activities, educational needs, policy, and district challenges/successes.
- B. Communicate with and understand the needs and perspectives of various community groups.
- C. Attend, or delegate a district representative to attend meetings of the city council at which matters pertaining to the school district will be raised.
- D. Establish a working relationship with the mayor, city council, and other city government officials to ensure open lines of communication and engagement is built and sustained between the school district and the community leadership.
- E. Maintain a presence in all buildings throughout the district on a regular and appropriate basis.
- F. Maintain a presence at district activities including but not limited to elementary, junior high/middle school/high school arts, athletic activities, and scheduled parental involvement opportunities.
- G. Maintain a connection to the community to sustain a working knowledge of the community, community events, concerns, accomplishments, and direction.

#### Personnel Management

- A. Develop and implement a hiring process that complies with applicable state and federal law and enables the district to attract the most qualified applicants.
- B. Develop and maintain job descriptions for all staff, subject to Board review and approval.
- C. Assign and adjust staffing of employees in the best interest of the school district reporting such actions to the Board for approval.
- D. Participate, as deemed appropriate by the Board, in negotiations with recognized employee bargaining groups.

- E. Handle employee grievances or problems in accordance to Board policy, collective bargaining agreements, and/or state/federal laws and regulations.
- F. Establish and implement personnel policies and procedures for non-certificated staff members.
- G. Establish personnel procedures to advance the quality of the school district, through exit interviews with departing employees, employee focus group discussions on specific aspects of job performance and duties, questionnaires and/or other means of eliciting staff member feedback.
- H. Ensure administrators maintain an effective and appropriate evaluation instrument that addresses clear performance standards for all certificated and non-certificated staff. Each district employee will be evaluated and resolve performance issues will be addressed if identified.
- I. Ensure district administrators under the direct supervision of the superintendent will be evaluated with an appropriate evaluation instrument addressing clear performance standards and goals on an annual basis and resolve performance issues will be address if identified.

#### Organizational Management

- A. Utilize a systematic approach to managing continuous improvement throughout the district.
- B. Maintain, directly or through delegation, personnel, pupil, business, and other records as required by law and/or board policy.
- C. File all reports required by state or federal law/regulations.
- D. Follow the superintendent job description and contract provisions while administering the superintendent roles and responsibilities.

#### District Facilities Management

- A. Provide recommendations/proposals to the Board regarding new learning facilities, additions/improvements to existing facilities.
- B. Collaborate with the Board of Education to implement short and long-term maintenance plans for building and grounds, delegating duties, as the Superintendent deems appropriate.
- C. Maintain appropriate funding in the annual budget to support the maintenance and upkeep of facilities and equipment throughout the district.
- D. Develop and implement guidelines and procedures governing the use and care of district facilities and property.
- E. Recommend to the Board sales of surplus property no longer needed and authorize the proper executive of such sales.

Approved: April 2011

## SUPERINTENDENT EVALUATION

***Boards that have different or more detailed evaluation procedures may include those here. The evaluation instrument may be added as an exhibit numbered 302.05E1.***

The board will conduct an ongoing evaluation of the superintendent's skills, abilities, and competence. At a minimum, the board will formally evaluate the superintendent twice in the first year and annually thereafter. The goal of the superintendent's formal evaluation is to ensure the education program for the students is carried out, promote growth in effective administrative leadership, clarify the superintendent's role, clarify the immediate priorities of the board, and develop a working relationship between the board and the superintendent.

The formal evaluation will be based upon the following principles:

1. The evaluation criteria shall be in writing, clearly stated and mutually agreed upon by the board and the superintendent. The criteria will be related to the job description and the school district's goals;
2. At a minimum, the evaluation process will be conducted annually at a time agreed upon;
3. Each board member shall have an opportunity to individually evaluate the superintendent, and these individual evaluations will be compiled into an overall evaluation by the entire board;
4. The board as a whole shall discuss its evaluation with the superintendent in closed session; and
5. The board will complete the evaluation process by reaching consensus on goals or priorities for the superintendent for the next period of evaluation.

The board president will develop a written summary of the individual evaluations, including both the strengths and the weaknesses of the superintendent, and place it in the superintendent's personnel file to be incorporated into the next cycle of evaluations.

This policy supports and does not preclude the ongoing, informal evaluation of the superintendent's skills, abilities and competence.

Legal Reference: Neb. Statute 79-828

Cross Reference: 202.03 Board Self-Evaluation  
204.06 Closed Sessions  
302.01 Superintendent Qualifications, Recruitment, Appointment

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## SUPERINTENDENT PROFESSIONAL DEVELOPMENT

The board encourages the superintendent to continue professional growth by being involved in professional organizations, attending conferences, continuing education, and participating in other professional activities.

It shall be the responsibility of the superintendent to arrange the superintendent's schedule in order to enable attendance at various conferences and events. If a conference or event requires the superintendent to be absent from the office for more than three days, requires overnight travel, or involves unusual expense, the superintendent shall bring it to the attention of the board president prior to attending the event.

The superintendent shall report to the board after an event.

Cross Reference:     303.07 Administrator Professional Development  
                             402.08 Employee Travel Compensation

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



## SUPERINTENDENT CONSULTING/OUTSIDE EMPLOYMENT

The superintendent's position is considered full-time employment. The board expects the superintendent to give the responsibilities of the position precedence over other employment. The superintendent may accept consulting or outside employment for pay as long as, in the judgment of the board, the work is conducted on the superintendent's personal time and it does not interfere with the performance of the superintendent's duties.

The board reserves the right, however, to request that the superintendent cease the outside employment as a condition of continued employment. The board shall give the superintendent thirty days notice to cease outside employment.

Nothing in this policy shall contradict the language of the superintendent contract in force.

Cross Reference:     302.02 Superintendent Contract and Contract Nonrenewal  
                             302.04 Superintendent Duties

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## DUTIES AND RESPONSIBILITIES OF THE SUPERINTENDENT

1. The Superintendent of schools is the chief executive officer of the Board of Education, accountable to it for carrying out its educational objectives and policies.
2. The Superintendent is responsible for recommending the appointment of all school employees (academic and non-academic), for assigning them to their tasks, for the administration and supervision of the educational program, and for the business management of the schools.
3. The Superintendent shall suggest areas of school operation, problems, and issues which require policy decisions by the Board of Education.
4. The Superintendent is responsible for preparing an annual budget which is to be presented to the Board in August for study and possible modification prior to its adoption in September. The budget is to be in detailed form and it is to direct the purchases of the Superintendent. Single item purchases above \$2,000 must be approved by the Board in advance.
5. Except for matters pertaining to their re-employment, the Superintendent is to be present at all meetings called by the Board of Education.
6. The Superintendent shall include coded copies of all bills to be considered in the monthly board packets.
7. The Superintendent shall keep the agenda for the ensuing meeting continuously current and open for public inspection during normal school hours and shall distribute the tentative agenda to all board members in the monthly board packets.
8. Board packets shall be distributed to all board members at least three days prior to a regular monthly meeting.
9. The Superintendent may, should the occasion arise, suspend any employee without pay as authorized under section 79-12,109.
10. The superintendent shall be present at the Alumni Banquet each year, unless the Board approves a designee.

Amended: February 12, 2009

Revised: April 2009

## ADMINISTRATIVE POSITIONS

The school district shall have, in addition to the superintendent, the following administrative positions

K-12 principal

Activities Director

These administrators shall work closely with the superintendent in the day-to-day operations of the school district.

It shall be the responsibility of these administrators to uphold board policy, to instill a positive, cooperative environment with employees, and to share their expertise with each other and the board under the management team concept.

Cross Reference: 301 Administrative Structure

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## ADMINISTRATOR QUALIFICATIONS, RECRUITMENT, APPOINTMENT

The board shall employ building principals and other administrators, in addition to the superintendent, to assist in the daily operations of the school district.

The board shall consider applicants who meet or exceed the standards set by the Nebraska Department of Education and the qualifications established in the job description for the position. In employing an administrator, the board shall consider the qualifications, credentials and records of the applicants without regard to race, color, religion, sex, national origin, age, or disability. The board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing an administrator, the board shall also consider the school district's educational philosophy, financial condition, organizational structure, education programs, and other factors deemed relevant by the board.

It shall be the responsibility of the superintendent to make a recommendation to the board for filling an administrative position, based on the requirements stated in this policy. The board shall act only on the superintendent's recommendation.

The board may contract for assistance in the search for administrators.

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## ADMINISTRATOR CONTRACT AND CONTRACT NONRENEWAL

***April 15 is the notice date established by law. The board may select an earlier date but not a later date.***

The length of the contract for employment between an administrator and the board shall be determined by the board and stated in the contract, but shall not exceed three years. The contract shall also state the terms of the employment.

The first three years of a contract issued to a newly employed administrator shall be considered a probationary period. In the event of termination of a probationary or nonprobationary contract, the board shall afford the administrator appropriate due process.

Administrators whose contracts will be recommended for termination, amendment or nonrenewal by the board will receive notice prior to February 15. The superintendent shall make a recommendation to the board for the termination of the administrator's contract.

It shall be the responsibility of the superintendent to create a contract for each administrative position.

Administrators who wish to resign, to be released from a contract, or to retire, must comply with board personnel policies regarding the areas of resignation, release or retirement.

Legal Reference:                      Neb. Statute 79-831

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## ADMINISTRATOR SALARY AND OTHER COMPENSATION

The board has complete discretion to set the salary of the administrators. It shall be the responsibility of the board to set the salary and benefits of the administrators at a level that will include consideration of, but not be limited to, the economic condition of the school district and the training, experience, skill, and demonstrated competence of the administrators. The salary shall be set at the beginning of each contract period.

In addition to the salary and benefits agreed upon, the administrator's actual and necessary expenses shall be paid by the school district when the administrator is performing work-related duties. The board shall approve the payment of other benefits or compensation over and above the administrator's contract. Approval of other benefits or items of an administrator's compensation shall be included in the records of the board in accordance with board policy.

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## DUTIES AND RESPONSIBILITIES OF THE PRINCIPALS

### Job Description:

The principal will work with the superintendent to provide leadership to ensure the district provides the best possible educational programs and services for all students of the school district. The principal recommends and administers approved policies and programs to meet the educational need of the school; supervises and evaluates the work of personnel and reports their progress regularly to the superintendent; evaluates all phases of the activities and programs. To accomplish these tasks, the principal will work closely with the community, staff and administration.

### Job Requirements:

- A. Major in Education Administration with an appropriate Administrative Certificate
- B. At least three years of teaching experience.

### Reports to:

Superintendent

### Term of Employment:

10 ½ Months

### Supervises:

Assist with supervising and evaluating professional and non-certified staff

### Performance Responsibilities:

The job responsibilities of the Principal include the ability to function effectively in each of the following areas:

1. Assist in planning, coordinating and directing the educational program, but within established policies, under the direction of and accountable to the superintendent.
2. Initiate and recommend plans and programs for methods, practices, procedures or facilities for the improvement of the overall educational program, for that part of the school which is included in their assignment.
3. Keep staff informed of the educational program, policies, and regulations of the district.
4. Promote and enhance the relations of this school and the district among the general public, taxpayers, parents, employees, students, and others.
5. Report periodically the activities and progress of their staff including its performance against approved objectives and programs.
6. Recommend and administer approved personnel policies and procedures of the district in their school.
7. Assist with supervising and evaluating work of professional staff and submit recommendations to the Superintendent for hiring, orientation and in-service training, promoting, retaining, and dismissing members of their staff. Direct the execution of approved programs.

8. Direct and control pupil behavior and discipline; recommend action to be taken in extreme and/or legal cases. The principal shall have authority to suspend students for the violation of rules outlined in the Student Handbook. This suspension shall not exceed three school days.
9. Recommend to the superintendent and administer approved procedures for classification and promotion of pupils.
10. Administer, organize and develop procedures, facilities and forms for pupil records and accounting.
11. Enforce safety regulations, recommend improved procedures, and direct programs for enhancing the safety consciousness of all staff and pupils throughout their building.
12. Maintain the security of the building and its operation. Approve all procedures and programs and such other matters as may affect the efficient operation of their educational programs.
13. Recommend specifications for equipment and supplies in their assignment area.
14. Assist with supervising the school's participation in all inter-school activities and contests, helping to maintain a proper perspective between these activities and the rest of the school program.
15. Assist and assign all sponsors for school activities, parties, proms, etc.
16. Included among the specific duties and responsibilities:
  - A. NeSA Assessment Coordinator (NeSA-R, NeSA-W, NeSA-M, NeSA-S)
  - B. NWEA MAP Coordinator
  - C. Keep curriculum available and updated
  - D. K-12 Master Schedule
  - E. Coordinate John Baylor Test Prep with Counselor
  - F. Coordinate ALICAP Trainings
  - G. Conduct Weekly Staff Meetings
  - H. Student Assistance Team
  - I. Crisis Team
  - J. Student Council Advisor
  - K. National Honor Society
  - L. Lunchroom Duty

Reviewed: June 2005

Amended: February 2009

Revised: April 2009, April 2011



## ATHLETIC/ACTIVITIES DIRECTOR JOB DESCRIPTION

### Job Description:

Provide overall leadership and coordination among various sports/activities that provide students worthwhile learning experiences and to direct the high school and junior high athletic/activities departments consistent with conference, district and state policies.

### Job Requirements:

- A. Prior experience with athletics/activities

### Reports to:

Superintendent

### Supervises:

Coaches and Activity Sponsors

### Duties and Responsibilities:

- A. Coordinate schedule of interscholastic activities and contract activities with the participating schools.
- B. Work with Pope John regarding the Wolfpack Cooperative.
- C. Adhere to all district and/or NSAA rules and regulations pertaining to activities.
- D. Coordinate with coaches and sponsors to nominate eligible students for academic awards including the NSAA, Omaha World Herald, Lincoln Journal Star, NVC Principal and Superintendent Academic Award, etc.
- E. Contract officials and distribute pay to officials for duties performed.
- F. Arrange for all help at contests, including officials, line judges, scorers, announcers, PA system, clock and any other personnel deemed necessary for performance activities.
- G. Coordinate schedule for ticket takers.
- H. Coordinate activity budget in regards to purchasing necessary equipment and supplies to operate contests in a safe manner for all students.
- I. Ensure that facilities are ready for interscholastic activities..
- J. Make decisions concerning the number of activities, dates and time of contest according to district guidelines and/or the Nebraska State Activities Association.
- K. Complete and mail reminders to other schools and officials in regards to upcoming activities.
- L. Arrange for the supervision of varsity contest and crowd control.
- M. Maintain inventory reports.
- N. Evaluate all activity sponsors.
- O. Provide required reports to administration and the Board of Education.
- P. Schedule the use of facilities for practice sessions, games, activities and school functions.
- Q. Communicate information regarding rules meetings, conference meetings and coaches meetings as deemed necessary.
- R. Arrange transportation for activities.
- S. Verify student participant's eligibility according to established physical and academic requirements.
- T. Other duties as assigned by administration which are consistent with the general requirements and qualifications of the position.

Approved: May 2011

## ADMINISTRATOR EVALUATION

***April 15 is the date established by law for notice of amendment, termination or nonrenewal. The board may select an earlier date but not a later one.***

The superintendent shall conduct an ongoing process of evaluating the administrators on their skills, abilities, and competence. At a minimum, the administrators will be evaluated annually, and twice during the first year. Administrators who are new or probationary certificated employees shall be evaluated at least once each semester. The goal of the formal evaluation process is to ensure that the educational program for the students is carried out, promote growth in effective administrative leadership for the school district, clarify the administrator's role as defined by the board and the superintendent, determine areas in need of improvement, clarify the immediate priorities of the responsibilities listed in the job description, and develop a working relationship between the superintendent and the administrator.

The superintendent is responsible for designing an administrator evaluation instrument. The formal evaluation shall include written criteria related to the job description. The superintendent, after receiving input from the administrators, shall present the formal evaluation instrument to the board for approval.

The formal evaluation shall also include an opportunity for the administrator and the superintendent to discuss the evaluation, the past year's performance and the future areas of growth. The evaluation shall be completed by the superintendent, signed by the administrator and filed in the administrator's personnel file.

It shall be the responsibility of the superintendent to conduct a formal evaluation of all administrators prior to February 15.

This policy supports and does not preclude the ongoing informal evaluation of the administrator's skills, abilities and competence.

Legal Reference:     Neb. Statute 79-828  
                          NDE Rule 10-007.06

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## ADMINISTRATOR PROFESSIONAL DEVELOPMENT

The board encourages the administrators to continue their professional growth by becoming involved in professional organizations, attending conferences, continuing their education, and participating in other professional activities.

It shall be the responsibility of the administrators to arrange their schedules in order to attend various conferences and events in which they are involved. Prior to attendance at an event, the administrator must receive approval from the superintendent. In the case where overnight travel or unusual expense is involved, the superintendent shall bring it to the attention of the board prior to the administrator attending the event.

The administrator shall report to the superintendent after an event.

Cross Reference:     302.06 Superintendent Professional Development  
                             402.08 Employee Travel Compensation

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## ADMINISTRATOR CONSULTING/OUTSIDE EMPLOYMENT

An administrative position is considered full-time employment. The board expects administrators to give the responsibilities of their positions in the school district precedence over other employment. An administrator may accept consulting or outside employment for pay as long as, in the judgment of the board and the superintendent, the work is conducted on the administrator's personal time and it does not interfere with the performance of the administrative duties contracted by the board.

The board reserves the right, however, to request the administrator cease the outside employment as a condition of continued employment. The board shall give the administrator thirty days notice to cease outside employment.

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## DEVELOPMENT AND ENFORCEMENT OF ADMINISTRATIVE REGULATIONS

Administrative regulations may be necessary to implement board policy. It shall be the responsibility of the superintendent to develop administrative regulations.

In developing the administrative regulations, the superintendent may consult with administrators or others likely to be affected by the regulations. Once the regulations are developed, employees, students and other members of the school district community shall be informed in a manner determined by the superintendent.

The board shall be kept informed of the administrative regulations utilized and their revisions. The board may review and recommend change of administrative regulations prior to their use in the school district if they are contrary to the intent of board policy.

It shall be the responsibility of the superintendent to enforce administrative regulations.

Cross Reference: 205 School board Policy Process

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## MONITORING OF ADMINISTRATIVE REGULATIONS

The administrative regulations shall be monitored and revised when necessary. It is the responsibility of the superintendent to monitor and revise the administrative regulations.

The superintendent may rely on the board, administrators, employees, students, and other members of the school district community to inform the superintendent about the effect of and possible changes in the administrative regulations.

Cross Reference: 205 School Board Policy Process

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## HANDBOOKS AND DIRECTIVES

In order that the necessary board policies, regulations, school rules and procedures may be known by all staff members, patrons, students and parents affected, district administrators and principals are granted authority to issue staff and student/parent handbooks.

It is essential that the contents of all handbooks conform with district policies and regulations. It is also important that all handbooks bearing the name of the district or one of its schools be of a quality that reflects favorably on the district. The board, therefore, expects all handbooks to be approved by the board and/or superintendent or designee before publication.

The board will review and approve district personnel and student handbooks in order that the contents may be accorded the legal status of board-approved policy and regulation. The superintendent will use his/her judgment as to whether other specific handbooks need board approval. However, all handbooks published are to be made available to the board for informational purposes. Electronic form on school website is acceptable.

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## ADMINISTRATOR CODE OF ETHICS

Administrators, as part of the educational leadership in the school district community, represent the views of the school district. Their actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, administrators shall conduct themselves professionally and in a manner fitting to their position.

Each administrator shall follow the code of ethics stated in this policy. Failure to act in accordance with this code of ethics or in a professional manner, in the judgment of the board, shall be grounds for discipline up to, and including, discharge.

The professional school administrator:

- Upholds the honor and dignity of the profession in actions and relations with students, colleagues, board members and the public;
- Obeys local, state and national laws; holds to high ethical and moral standards; and gives loyalty to this country and to the cause of democracy and liberty;
- Accepts the responsibility to master and contribute to the growing body of specialized knowledge, concepts, and skills which characterize school administration as a profession;
- Strives to provide the finest possible educational experiences and opportunities to the members of the school district community;
- Seeks to preserve and enhance the prestige and status of the profession when applying for a position or entering into contractual agreements;
- Carries out in good faith the policies duly adopted by the local board and the regulations of state authorities and renders professional service;
- Disallows consideration of private gain or personal economic interest to affect the discharge of professional responsibilities;
- Recognizes public schools are the public's business and seeks to keep the public informed about their schools; and,
- Supports and practices the management team concept.

Cross Reference:     405     Employee Conduct and Appearance

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_