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**2015-2016**

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# **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 Marmaduke School District's 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. While the Superintendent may delegate his 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.

Date Adopted: June 8, 2009

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.

Date Adopted: June 8, 2009

Last Revised:

## **2.3 DUTIES OF ASSISTANT SUPERINTENDENT**

1. To assist the superintendent in developing policies, projects, and programs.
2. To keep informed of changes and developments in the profession by attending professional meetings, reading professional journals, and other publications, and discussing problems of mutual interest with others in the field.
3. To attend and participate in all Board of Education meetings.
4. To plan for, attend, and participate in central office staff and administrative team meetings.
5. To coordinate all federal programs participated in by the district including Title I, Title II, Title IV, and Title VIB.
6. To keep informed of changes and developments, maintain current and accurate financial records, and study legislation, projects, and programs involving federal programs.
7. To research and apply for federal grants, entitlements, and allocation offered which are relevant to the district.
8. To be responsible for the supervision and maintenance of special education records.
9. To initiate and maintain active files of candidates for administrative, teaching and non-certified positions.
10. To keep informed of changes and developments in the area of curriculum and instruction.
11. To effectively utilize the district's evaluation procedures.
12. To serve as "Chief Executive Officer" in the absence of the superintendent.
13. To complete other duties as assigned by the superintendent.

Date Adopted: 6/20/05

Date Revised: June 8, 2009

## **2.4 DUTIES OF PRINCIPAL**

1. To accept responsibility for the general efficiency of the school, for the development of the school staff, and for the educational growth and welfare of the students.
2. To direct, supervise, and evaluate the performance of certified and supportive personnel in the assigned school.
3. To initiate, arrange, and conduct staff meetings to keep members informed of policy changes, new programs, etc.
4. To prepare or supervise the effective preparation of reports, records, lists, correspondence, and all other paperwork required or appropriate to the school's administration.
5. To plan for, attend, and participate in central office staff and administrative team meetings.
6. To plan and supervise a program for the safety and health of the students, including fire drills, emergency preparedness and crisis preparedness plans.
7. To serve as chief disciplinary officer of the assigned school and be responsible for pupil control during school hours and/or activities of the assigned school.
8. To plan and design a master teaching schedule that takes into account the abilities, talents, and needs of students and teachers.
9. To delegate authority wisely and appropriately, with the knowledge that such does not relieve the principal of final responsibility for the action taken under such delegation.
10. To keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals, and other publications, and discussing problems of mutual interest with others in the field.
11. To direct, supervise, and evaluate the total curricular and extracurricular programs of the assigned school.
12. To prepare and submit the school's budgetary requests; maintain efficient procedures and effective controls for the expenditures of all school funds; consult with the Superintendent and Assistant Superintendent regarding any proposed expenditure.
13. To supervise and schedule the use, care, and security of the school plant for both academic and nonacademic purposes, and recommend needed alterations.
14. To collaborate with assistant superintendent on matters of federal programs and curriculum.
15. To complete other duties as assigned by the Superintendent.

Date Adopted: 6/20/05

Date Revised: June 8, 2009